FI$Cal
Month End Training

Presented by Department of Finance
September 2017

Agenda

- Day 1
  - Concepts
  - Month End Pre-Closing Activities
  - General Ledger and Commitment Control Reports
  - Month End Post–Closing Activities
  - Monthly Reconciliations

- Day 2
  - Monthly Reconciliations continued
  - Closing Recap of Day 1 and 2

Items of Importance

- Record all fiscal month transactions before closing
- Per State Administrative Manual Section 7901 reconciliations are to be completed within 30 days of preceding month
- Submit request to FSCU Hotline for additional time to complete Month End Close and reconciliations
- Upon request departmental support is available from Finance and FI$Cal

General Ledger
and
Commitment Control
Concepts

General Ledger (GL)

- Contain all Chart of Accounts for recording transactions related to the following:
  - Assets
  - Liabilities
  - Equity/fund balance
  - Revenue
  - Expenditures
  - Etc.

General Ledger

Transactions are posted to the GL from:

- **Subsystem** Journal Entries via sub-module (AP, AR, LD, AM)
- **Manual** Journal Entries entered online for adjustments, error corrections and manual accruals
- **Spreadsheet** upload process using an excel based template

General Ledger

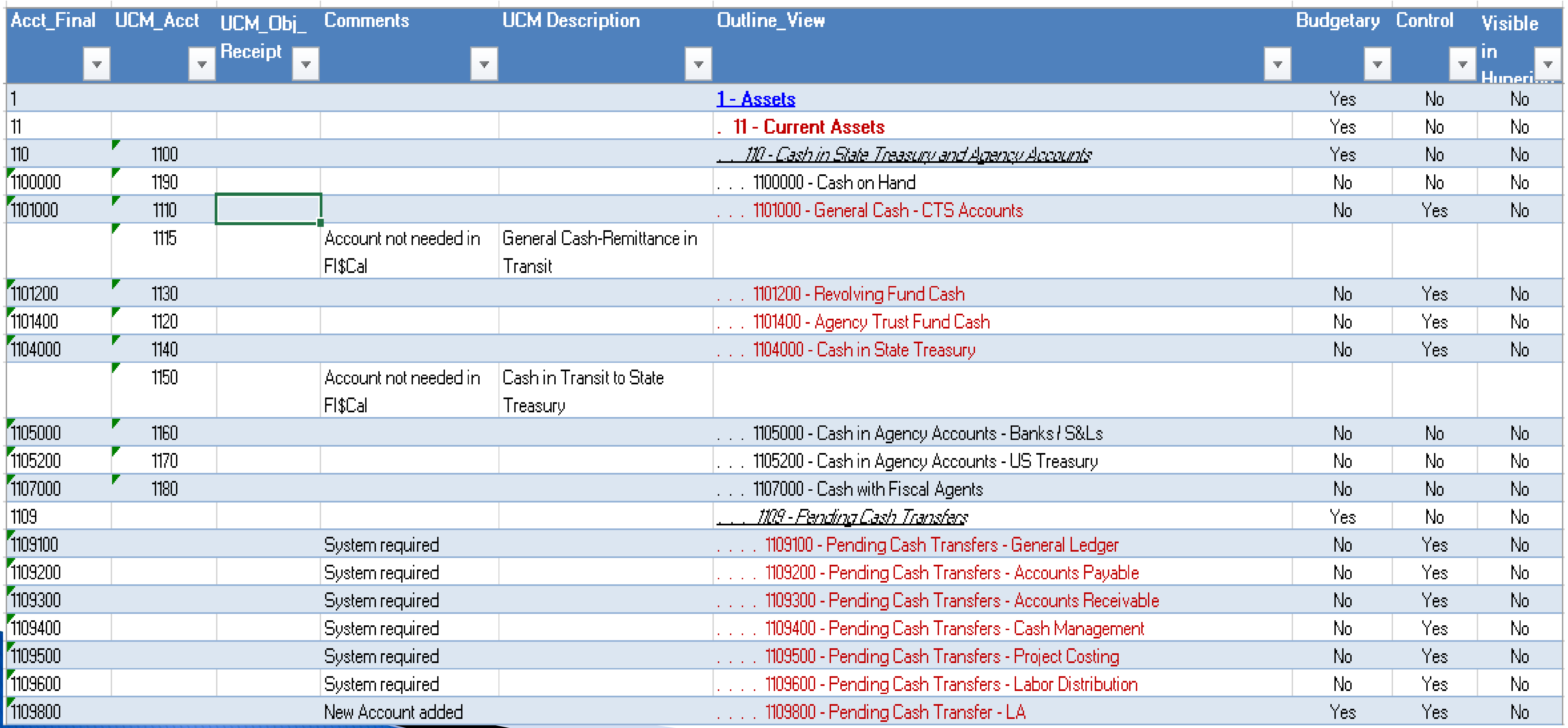
Journal Entries must first pass these processes before posting to GL:

- Journal Edit Process:
  - Checks for invalid chartfield values
  - Checks against combination edit rules
  - Checks for closed accounting periods
  - Checks for unbalanced entries

- Budget Check Process:
  - Checks for budgetary compliance, spending authority

Chart of Accounts (COA)

The COA Cross walk is on the DOF Website:
http://www.dof.ca.gov/Budget/Fiscal_Resources_for_Budget/



Acct_Final	UCM_Acct	UCM_Obj_ Receipt	Comments	UCM Description	Outline_View	Budgetary	Control	Visible in Huperi...
1					1 - Assets	Yes	No	No
11					. 11 - Current Assets	Yes	No	No
110	1100				. . 110 - Cash in State Treasury and Agency Accounts	Yes	No	No
1100000	1190				. . . 1100000 - Cash on Hand	No	No	No
1101000	1110				. . . 1101000 - General Cash - CTS Accounts	No	Yes	No
	1115		Account not needed in FI$Cal	General Cash-Remittance in Transit				
1101200	1130				. . . 1101200 - Revolving Fund Cash	No	Yes	No
1101400	1120				. . . 1101400 - Agency Trust Fund Cash	No	Yes	No
1104000	1140				. . . 1104000 - Cash in State Treasury	No	Yes	No
	1150		Account not needed in FI$Cal	Cash in Transit to State Treasury				
1105000	1160				. . . 1105000 - Cash in Agency Accounts - Banks / S&Ls	No	No	No
1105200	1170				. . . 1105200 - Cash in Agency Accounts - US Treasury	No	No	No
1107000	1180				. . . 1107000 - Cash with Fiscal Agents	No	No	No
1109					. . . 1109 - Pending Cash Transfers	Yes	No	No
1109100			System required		. . . . 1109100 - Pending Cash Transfers - General Ledger	No	Yes	No
1109200			System required		. . . . 1109200 - Pending Cash Transfers - Accounts Payable	No	Yes	No
1109300			System required		. . . . 1109300 - Pending Cash Transfers - Accounts Receivable	No	Yes	No
1109400			System required		. . . . 1109400 - Pending Cash Transfers - Cash Management	No	Yes	No
1109500			System required		. . . . 1109500 - Pending Cash Transfers - Project Costing	No	Yes	No
1109600			System required		. . . . 1109600 - Pending Cash Transfers - Labor Distribution	No	Yes	No
1109800			New Account added		. . . . 1109800 - Pending Cash Transfer - LA	Yes	Yes	No

Chart of Accounts (COA)

- The Chart of Accounts combines the UCM General Ledger, Object of Expenditure and, Receipt codes into a single chartfield called “Account”
- The Account Chartfield is a 7 digit code. Accounts are numbered as:

1. Asset
2. Liability
3. Equity/Fund Balance
4. Revenue
5. Expense
6. Transfers
9. Statistical

Chart of Accounts (COA)

- The Account Chartfield is structured into hierarchical reporting levels.
  - Level 1 5-Expenses
  - Level 2 53-Operating Expense and Equipment
  - Level 3 5320-Travel
  - Level 4 53202-Travel In-State
  - Level 5 53204-Transportation In-State
  - Level 6 5320470-Travel-In State-Rental Car

Chart of Accounts (COA) Crosswalk

- Crosswalk is a side by side comparison of UCM and COA values

- Important to understand COA:
    - New Accounts Added
    - Accounts Not Needed in FI$Cal
    - System Required
    - Control Accounts

General Ledger

- Currently General Ledger balances are maintained under multiple basis of accounting in the following ledgers:
- Modified Accrual Ledger (MODACCRL)
  - Vouchers, Payments, Invoices, Collections, Accruals, Labor, etc.
  - Encumbrances do not post to GL, post to KK
- Departmental Adjustment Ledger (DEPTADJ)
  - Capitalized asset and depreciation
- Budgetary Legal Ledger(BUDLEGAL)
  - Modified Accrual Basis transactions and Encumbrances
  - Used only for year end reporting

Commitment Control (KK)

Commitment Control (KK)

- Commitment Control is the structure and rules set up that defines the budget checking process.

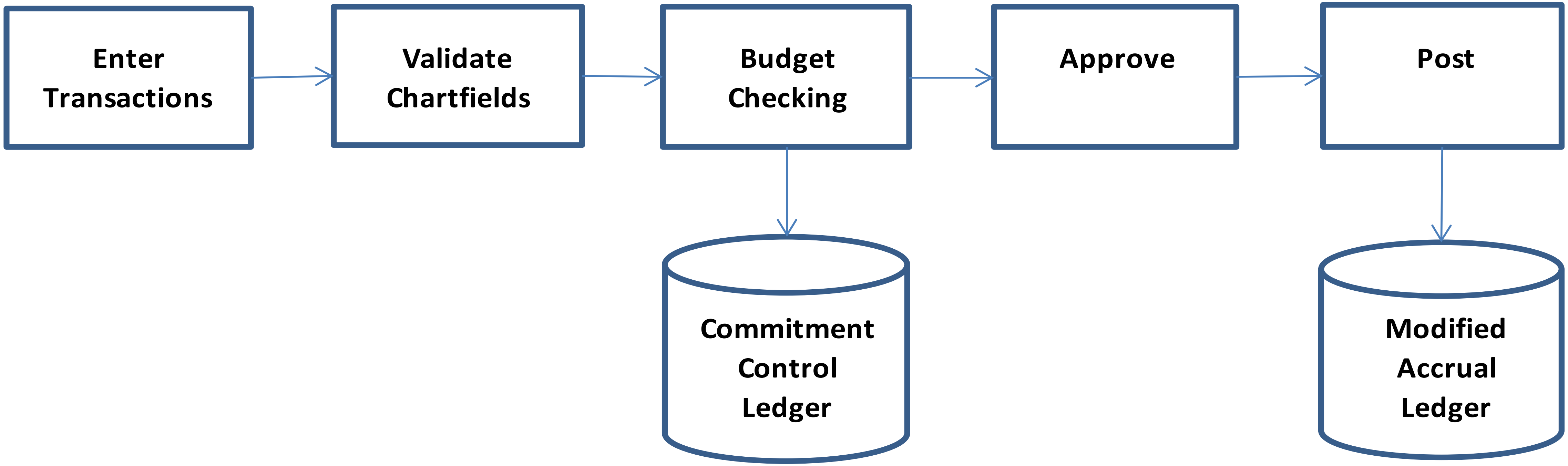
- Commitment Control enables an organization to budget check its transactions against predefined budgets to achieve budgetary control.

- Commitment Control Tools:
  - Control Tool – to prevent spending outside of authorizations
  - Management Tool – to record and monitor activities (actuals) against budgeted targets
  - Reporting Tool – to produce reports on budgets and related activities (actuals and remaining spending authority)

Commitment Control (KK)

- Types of Appropriated budgets:
  - Budget Act
  - Special Legislation (non-budgeted)
  - Continuing Appropriations
  - Continuous Appropriations
  - Operational Budgets

Commitment Control – Transaction Flow


Enter Transactions
Validate Chartfields
Budget Checking
Approve
Post
Commitment Control Ledger
Modified Accrual Ledger

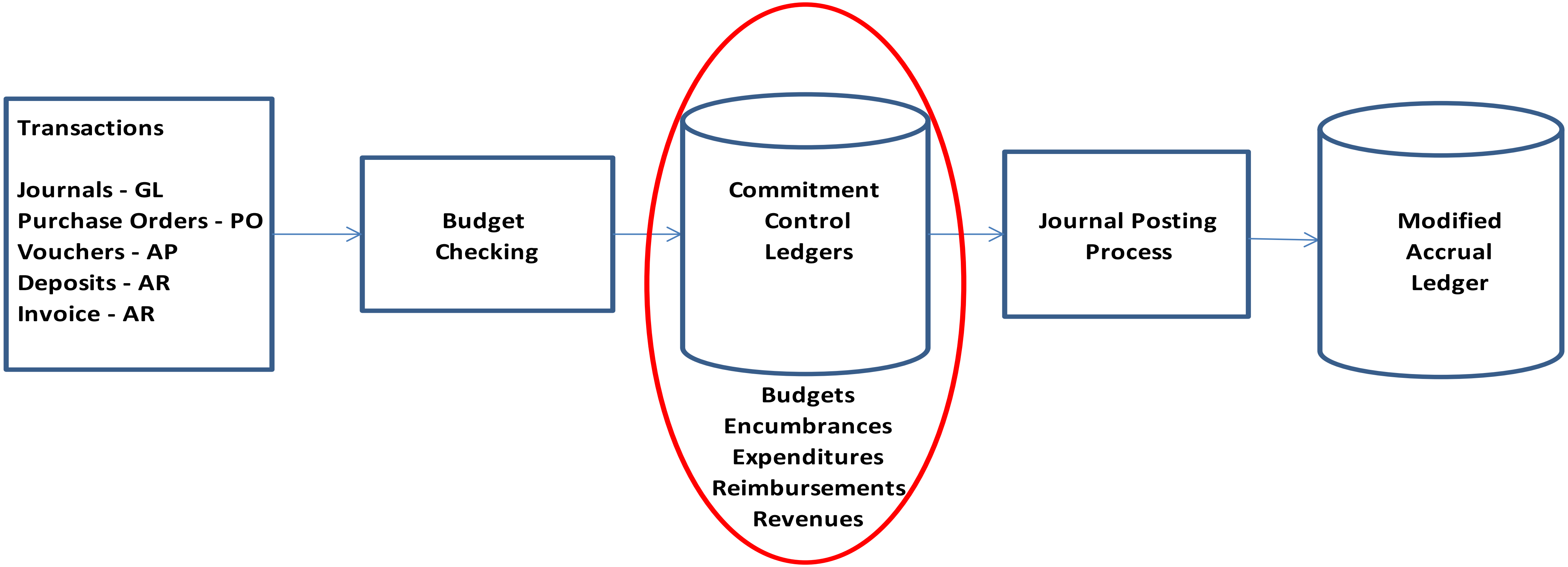
Commitment Control Ledgers -

- **Encumbrances** (Purchase Orders), Expenditures, Reimbursements, Revenues

Modified Accrual Ledger (GL) -

- Expenditures, Reimbursements, Revenues

Commitment Control – Overview



Transactions

Journals - GL
Purchase Orders - PO
Vouchers - AP
Deposits - AR
Invoice - AR

Budget Checking

Commitment Control Ledgers

Budgets
Encumbrances
Expenditures
Reimbursements
Revenues

Journal Posting Process

Modified Accrual Ledger

- Budgetary control is applied on all module transactions through the budget checking process
- Only transactions that pass budget checking will effect appropriations and reimbursement authority

Commitment Control – Ledger Groups

CC_APPROP	Budget Act Appropriations
CC_REV	Budget Act Reimbursements
CC_DETAIL	Expenditures at the detail/lowest level
CC_DTL_REV	Reimbursement and Revenue activity at the detail/lowest level
CC_LABOR	Labor transactions

Commitment Control – Ledgers

KK Ledgers store transaction information.

Budget checked transactions are stored in KK ledgers:

Transactions	KK Ledger
Budget Journals	Budget Ledger (+) (-)
Requisition	Pre-Encumbrance Ledger (+)
Purchase Order	Pre-Encumbrance Ledger (-)
Purchase Orders	Encumbrance Ledger (+)
Vouchers	Encumbrance Ledger (-)
Vouchers	Expenditure Ledger (+)
GL Journals	Expenditure Ledger (+)
Budget Journal	Revenue Estimate Ledger (+)
Receivables Invoice	Recognized Revenue Ledger (+)
Misc. Receipts Receivables Payment	Collected Revenue Ledger (+)

Commitment Control vs. General Ledger

Commitment Control :

- Budget journals
- Appropriated Encumbrances (Purchase Orders)
- Appropriated Expenditures
- Reimbursements
- Revenues

General Ledger (MODACCRL Ledger):

- Appropriated Expenditures
- Unappropriated Expenditures
- Reimbursements
- Revenues

Note: Only appropriated transactions will post to Commitment Control (Appropriations)

Pre-Close Activities

Pre-Close Activities

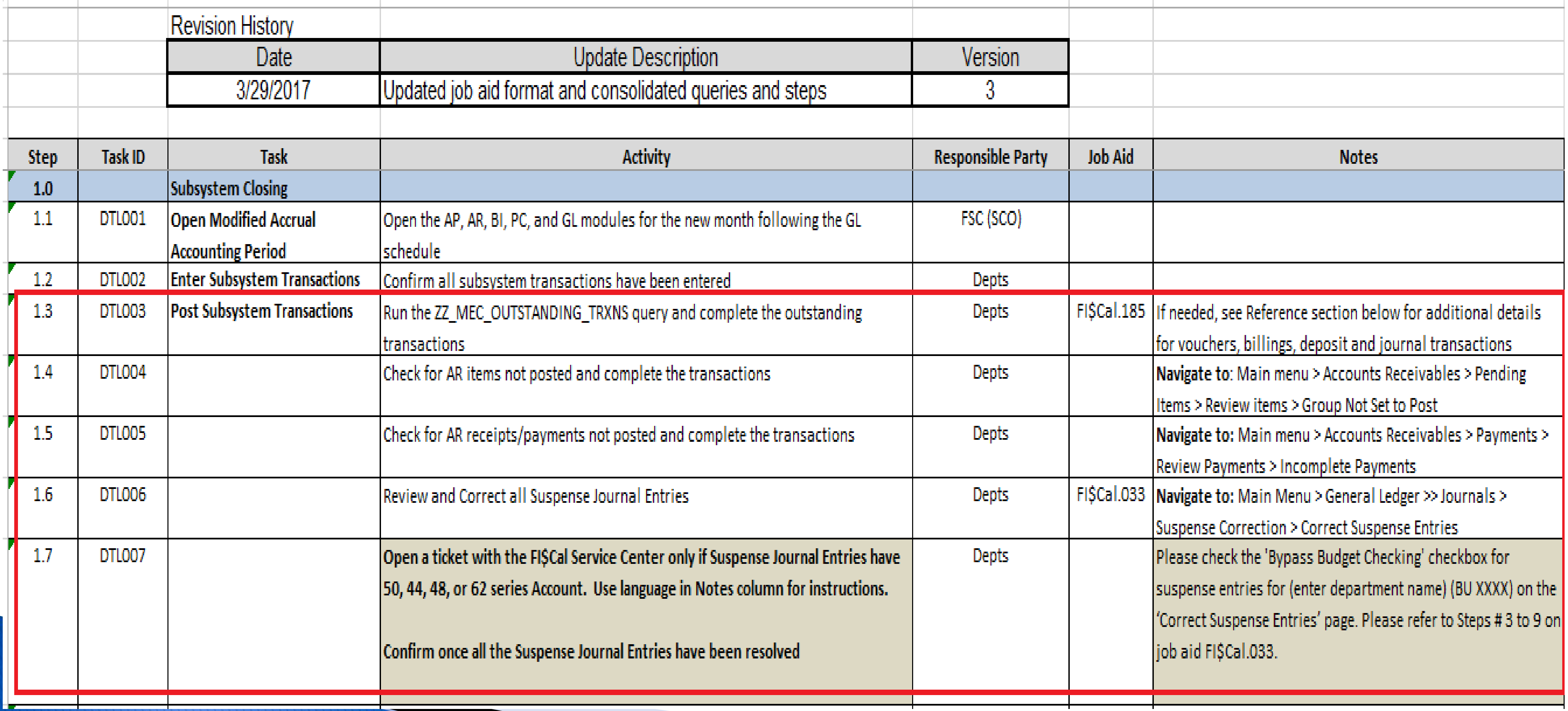
- Run ZZ_MEC_OUTSTANDING_TRXNS query
- Verify accounts receivable transactions are posted
- Review and correct suspense entries
- Complete labor distribution process
- Run ZZ_MEC_ENTRIES_NOT_SENT_TO_GL query
- Request FSC to close subsystems

ZZ_MEC_OUTSTANDING_TRXNS

Query

FI$Cal.009 - Running The Month-End Process

- Job aid FI$Cal.009 steps - Run ZZ_MEC_OUTSTANDING_TRXNS, Group Not Set To Post, Incomplete Payments, and Correct Suspense Journal Entries.



Revision History

Date	Update Description	Version
3/29/2017	Updated job aid format and consolidated queries and steps	3

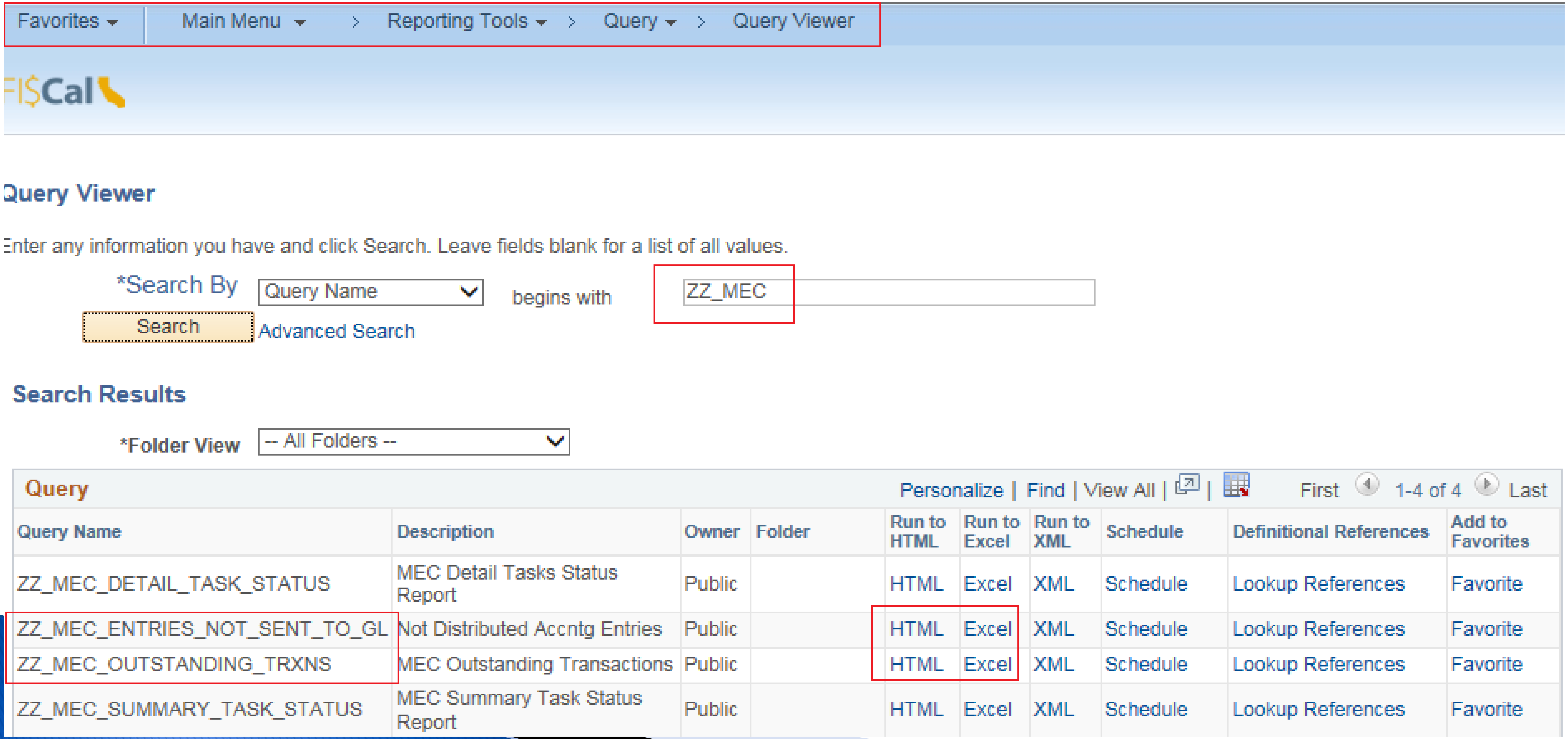
Step	Task ID	Task	Activity	Responsible Party	Job Aid	Notes
1.0		**Subsystem Closing**				
1.1	DTL001	**Open Modified Accrual Accounting Period**	Open the AP, AR, BI, PC, and GL modules for the new month following the GL schedule	FSC (SCO)		
1.2	DTL002	**Enter Subsystem Transactions**	Confirm all subsystem transactions have been entered	Depts		
1.3	DTL003	**Post Subsystem Transactions**	Run the ZZ_MEC_OUTSTANDING_TRXNS query and complete the outstanding transactions	Depts	FI$Cal.185	If needed, see Reference section below for additional details for vouchers, billings, deposit and journal transactions
1.4	DTL004		Check for AR items not posted and complete the transactions	Depts		**Navigate to:** Main menu > Accounts Receivables > Pending Items > Review items > Group Not Set to Post
1.5	DTL005		Check for AR receipts/payments not posted and complete the transactions	Depts		**Navigate to:** Main menu > Accounts Receivables > Payments > Review Payments > Incomplete Payments
1.6	DTL006		Review and Correct all Suspense Journal Entries	Depts	FI$Cal.033	**Navigate to:** Main Menu > General Ledger >> Journals > Suspense Correction > Correct Suspense Entries
1.7	DTL007		**Open a ticket with the FI$Cal Service Center only if Suspense Journal Entries have 50, 44, 48, or 62 series Account. Use language in Notes column for instructions.** **Confirm once all the Suspense Journal Entries have been resolved**	Depts		Please check the 'Bypass Budget Checking' checkbox for suspense entries for (enter department name) (BU XXXX) on the 'Correct Suspense Entries' page. Please refer to Steps # 3 to 9 on job aid FI$Cal.033.

ZZ_MEC_OUTSTANDING_TRXNS

- ZZ_MEC_OUTSTANDING_TRXNS query consolidates various ZZ_Outstanding queries from AP, AR and GL Modules
- Job aid FI$Cal.185 provides a listing of various outstanding queries and similar steps to run ZZ_MEC_OUTSTANDING_TRXNS
- Additional AR outstanding queries such as Group Not Set To Post, Incomplete Deposits, and Incomplete Payments are required to run
- Recommended practice is to run this query weekly to stay on top of outstanding and unposted transactions
- Research and determine if transactions can be resolved by processor, approver or FSC
- Departments can not close subsystems until ZZ_MEC_OUTSTANDING_TRXNS query is cleared

ZZ_MEC_OUTSTANDING_TRXNS
Navigation

Query Viewer has various ZZ and DFQ queries.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with ZZ_MEC

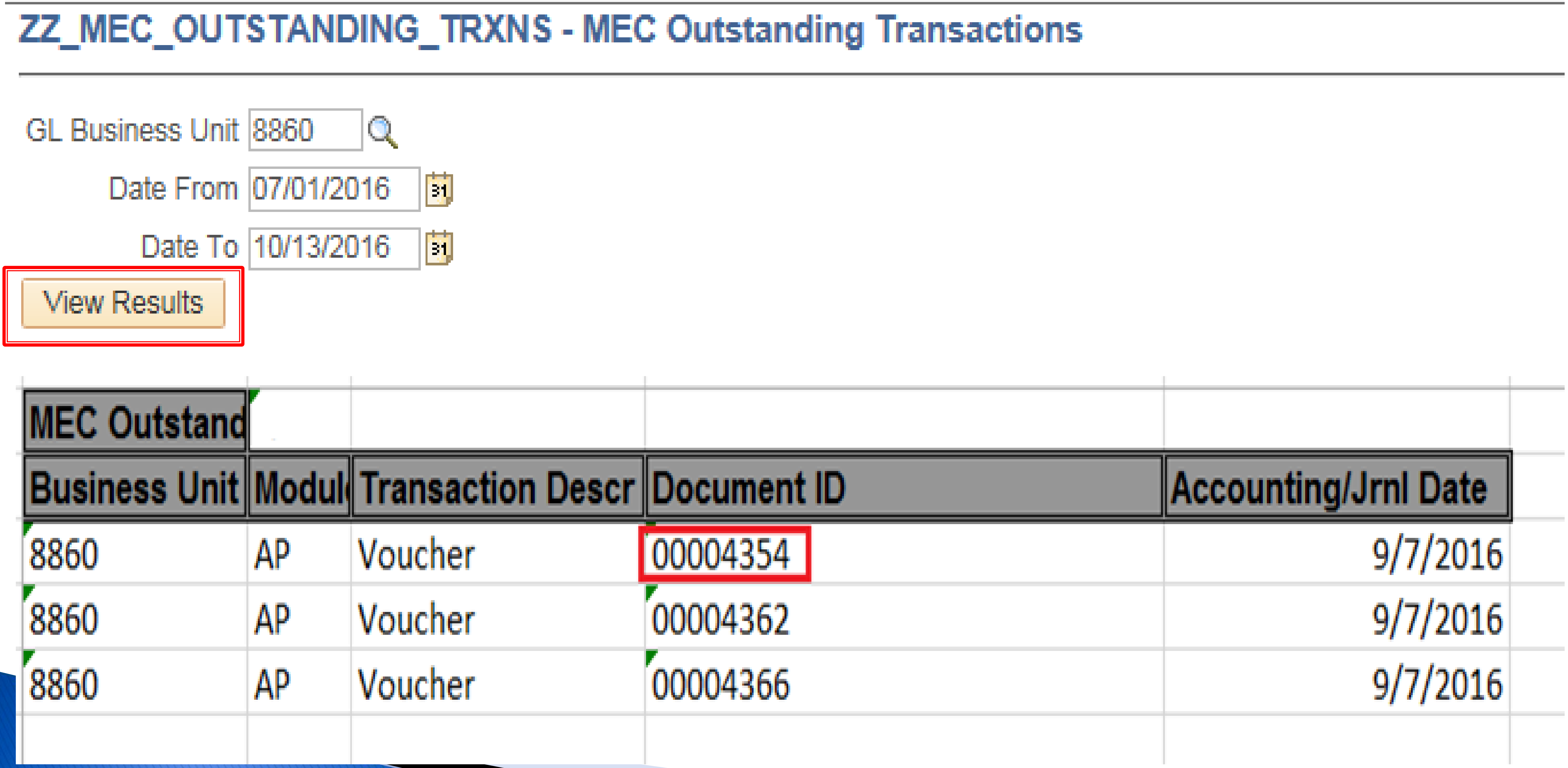
Search Results

*Folder View: -- All Folders --

Query — Personalize | Find | View All | First 1-4 of 4 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
ZZ_MEC_DETAIL_TASK_STATUS	MEC Detail Tasks Status Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZZ_MEC_ENTRIES_NOT_SENT_TO_GL	Not Distributed Accntg Entries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZZ_MEC_OUTSTANDING_TRXNS	MEC Outstanding Transactions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
ZZ_MEC_SUMMARY_TASK_STATUS	MEC Summary Task Status Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

ZZ_MEC_OUTSTANDING_TRXNS



ZZ_MEC_OUTSTANDING_TRXNS - MEC Outstanding Transactions

GL Business Unit 8860

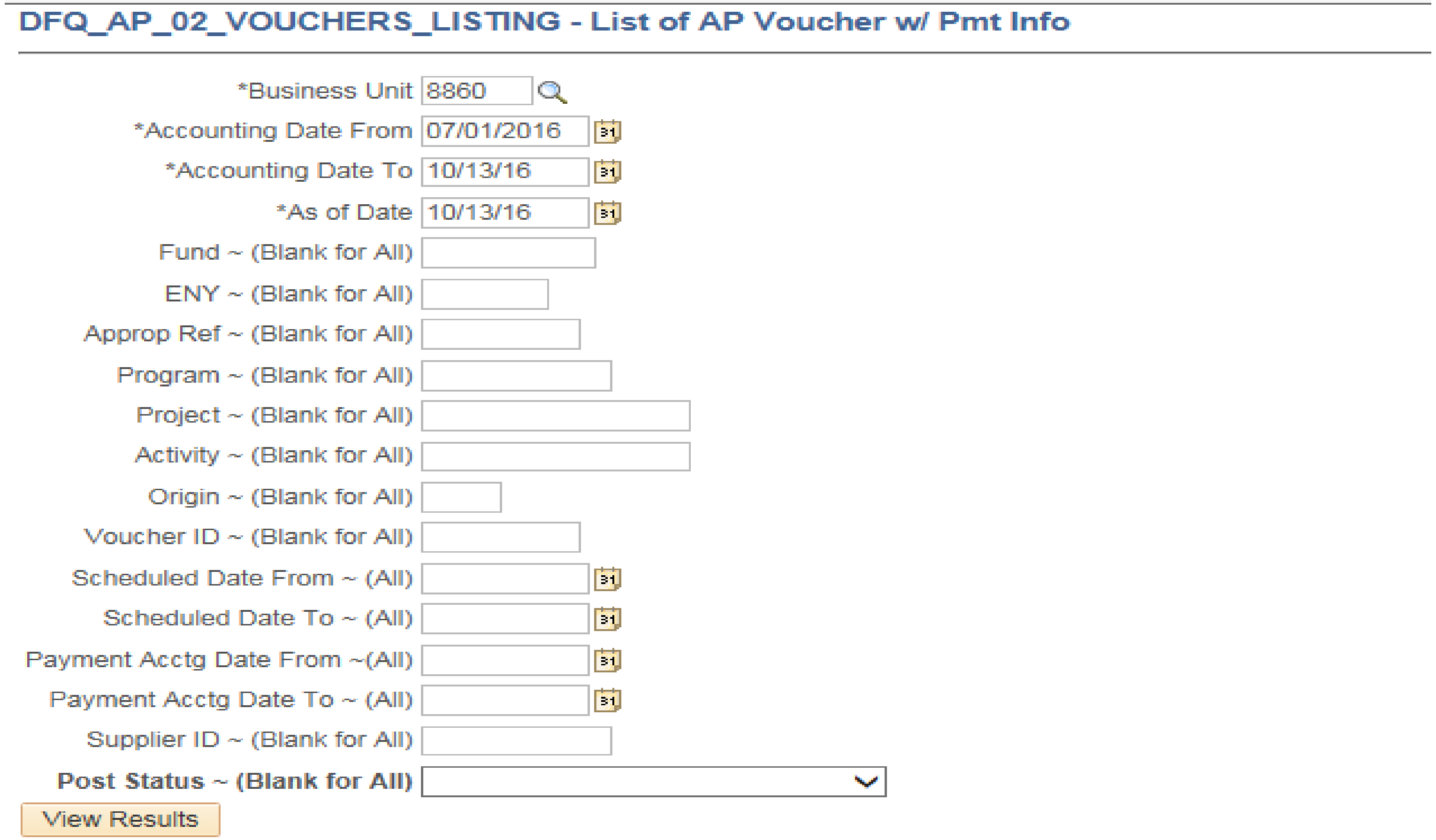
Date From 07/01/2016

Date To 10/13/2016

MEC Outstand

Business Unit	Modul	Transaction Descr	Document ID	Accounting/Jrnl Date
8860	AP	Voucher	00004354	9/7/2016
8860	AP	Voucher	00004362	9/7/2016
8860	AP	Voucher	00004366	9/7/2016

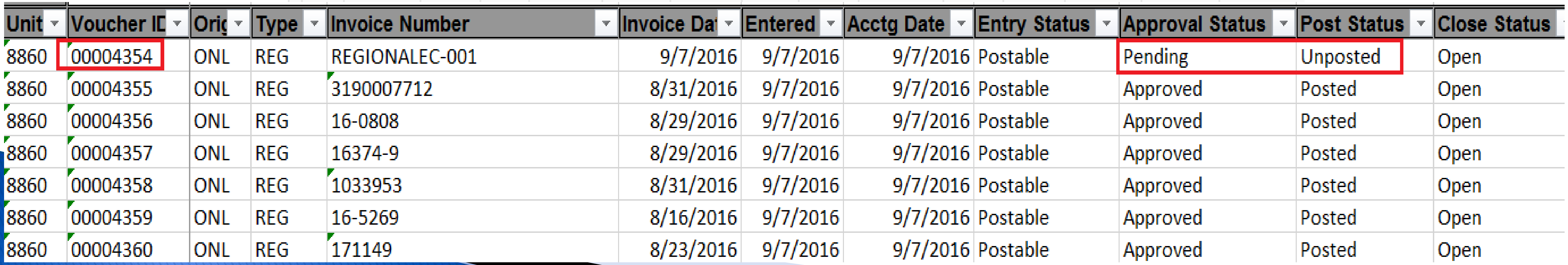
This query displays outstanding voucher in “Pending” Approval Status and “Unposted” Status



DFQ_AP_02_VOUCHERS_LISTING - List of AP Voucher w/ Pmt Info

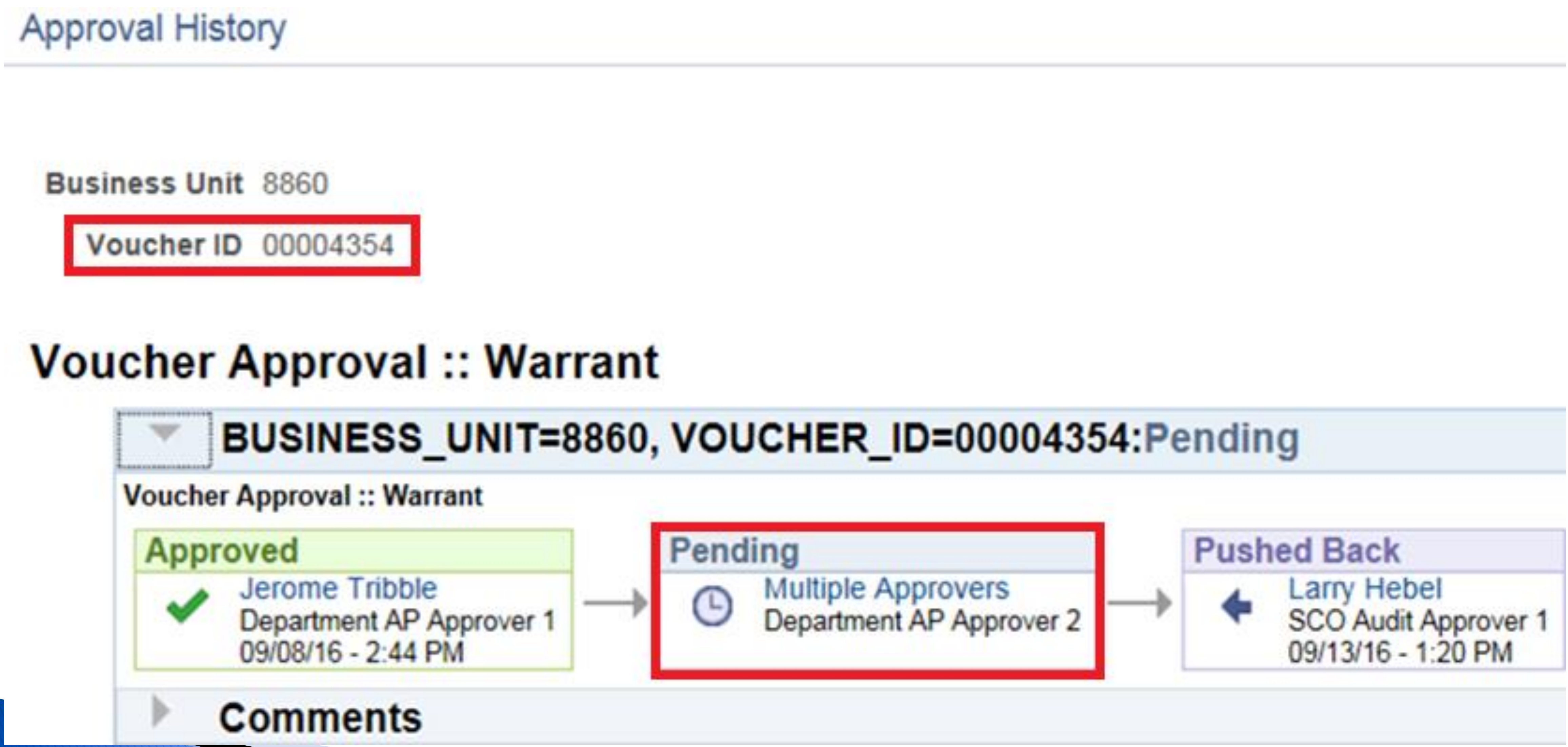
*Business Unit	8860
*Accounting Date From	07/01/2016
*Accounting Date To	10/13/16
*As of Date	10/13/16
Fund ~ (Blank for All)	
ENY ~ (Blank for All)	
Approp Ref ~ (Blank for All)	
Program ~ (Blank for All)	
Project ~ (Blank for All)	
Activity ~ (Blank for All)	
Origin ~ (Blank for All)	
Voucher ID ~ (Blank for All)	
Scheduled Date From ~ (All)	
Scheduled Date To ~ (All)	
Payment Acctg Date From ~(All)	
Payment Acctg Date To ~ (All)	
Supplier ID ~ (Blank for All)	
Post Status ~ (Blank for All)	

View Results



Unit	Voucher ID	Orig	Type	Invoice Number	Invoice Dat	Entered	Acctg Date	Entry Status	Approval Status	Post Status	Close Status
8860	00004354	ONL	REG	REGIONALEC-001	9/7/2016	9/7/2016	9/7/2016	Postable	Pending	Unposted	Open
8860	00004355	ONL	REG	3190007712	8/31/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open
8860	00004356	ONL	REG	16-0808	8/29/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open
8860	00004357	ONL	REG	16374-9	8/29/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open
8860	00004358	ONL	REG	1033953	8/31/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open
8860	00004359	ONL	REG	16-5269	8/16/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open
8860	00004360	ONL	REG	171149	8/23/2016	9/7/2016	9/7/2016	Postable	Approved	Posted	Open

OUTSTANDING VOUCHER – PENDING APPROVAL



Approval History

Business Unit 8860

Voucher ID 00004354

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00004354: Pending

Voucher Approval :: Warrant

Approved
✓ Jerome Tribble
Department AP Approver 1
09/08/16 - 2:44 PM

Pending
Multiple Approvers
Department AP Approver 2

Pushed Back
Larry Hebel
SCO Audit Approver 1
09/13/16 - 1:20 PM

Comments

Verify Accounts Receivable Transactions are posted

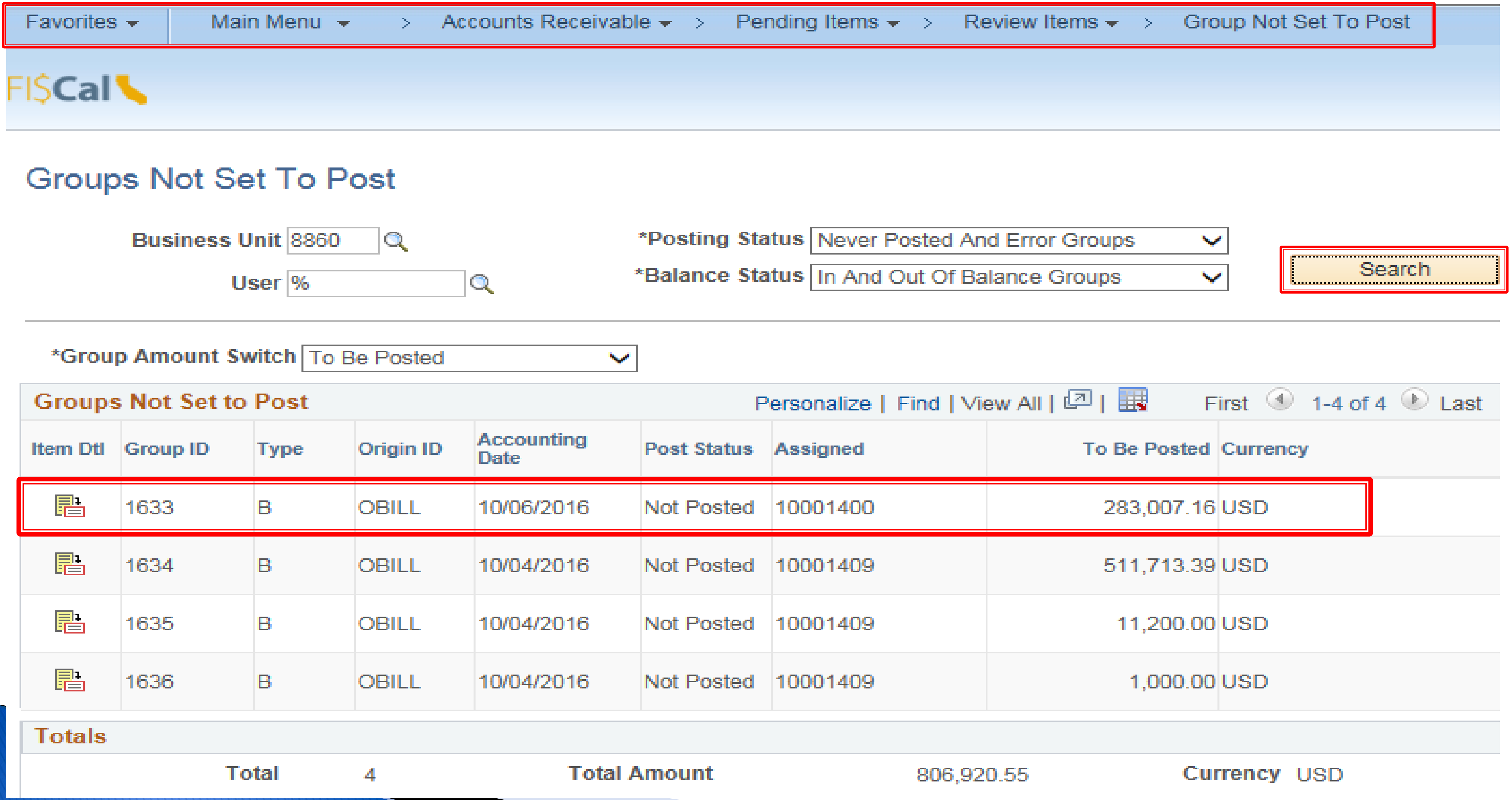
Group Not Set To Post

- Additional subsystem transaction query which ensures all AR Items are Posted

- AR Processor should run the query periodically to track unposted items

- The following example shows AR Items were not approved

Group Not Set To Post


Favorites
Main Menu
> Accounts Receivable
> Pending Items
> Review Items
> Group Not Set To Post
FI$Cal
Search
Personalize | Find | View All |
First
1-4 of 4
Last

Groups Not Set To Post

Business Unit 8860

User %

***Posting Status** Never Posted And Error Groups

***Balance Status** In And Out Of Balance Groups

***Group Amount Switch** To Be Posted

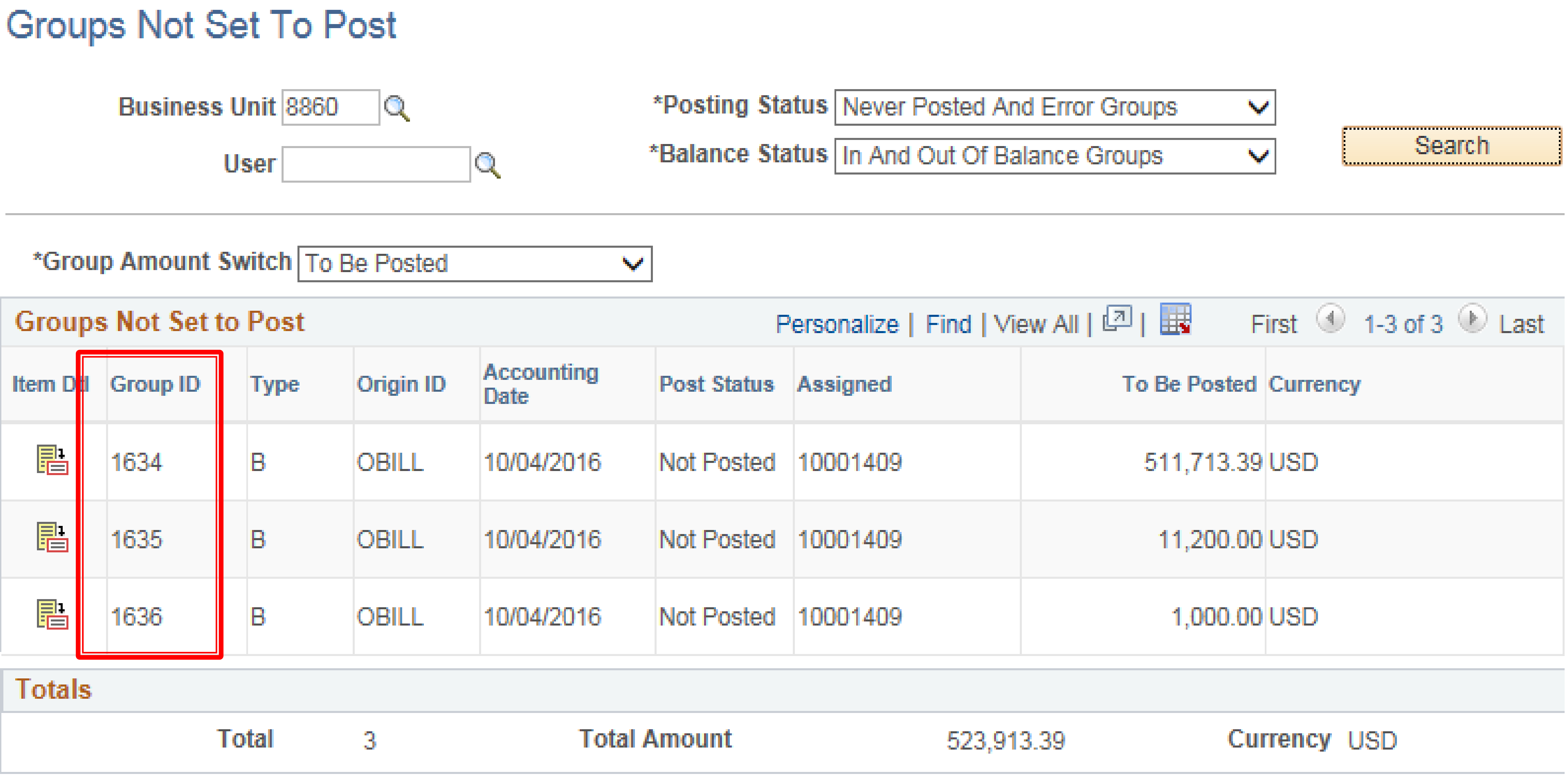
Groups Not Set to Post

Item Dtl	Group ID	Type	Origin ID	Accounting Date	Post Status	Assigned	To Be Posted	Currency
	1633	B	OBILL	10/06/2016	Not Posted	10001400	283,007.16	USD
	1634	B	OBILL	10/04/2016	Not Posted	10001409	511,713.39	USD
	1635	B	OBILL	10/04/2016	Not Posted	10001409	11,200.00	USD
	1636	B	OBILL	10/04/2016	Not Posted	10001409	1,000.00	USD

Totals

Total		Total Amount		Currency	
	4		806,920.55		USD

Group Not Set To Post



Groups Not Set To Post

Business Unit 8860

User

***Posting Status** Never Posted And Error Groups

***Balance Status** In And Out Of Balance Groups

***Group Amount Switch** To Be Posted

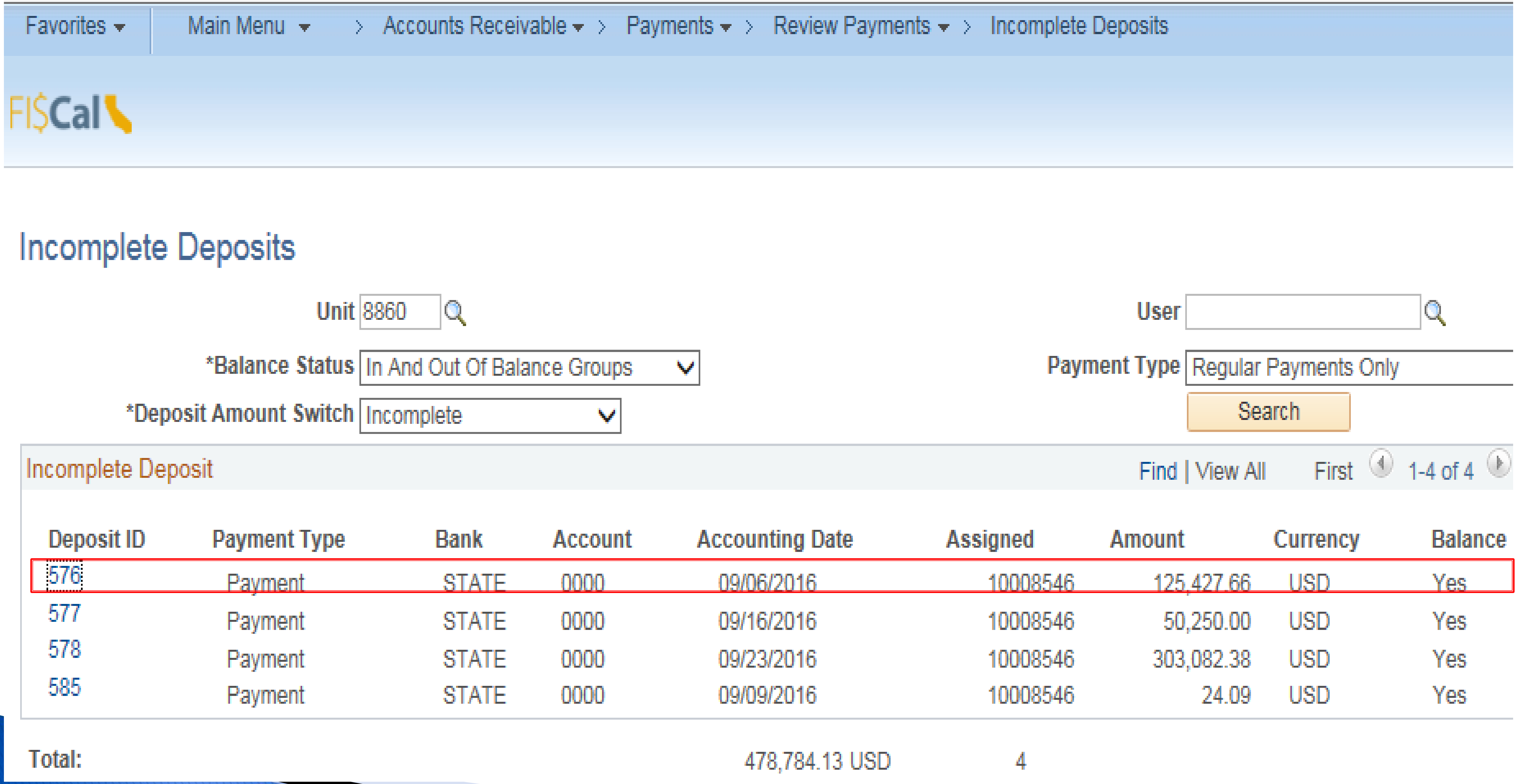
Groups Not Set to Post

Item Dtl	Group ID	Type	Origin ID	Accounting Date	Post Status	Assigned	To Be Posted	Currency
	1634	B	OBILL	10/04/2016	Not Posted	10001409	511,713.39	USD
	1635	B	OBILL	10/04/2016	Not Posted	10001409	11,200.00	USD
	1636	B	OBILL	10/04/2016	Not Posted	10001409	1,000.00	USD

Totals

Total	3	**Total Amount**	523,913.39	**Currency**	USD

Incomplete Deposits


Favorites
Main Menu
Accounts Receivable
Payments
Review Payments
Incomplete Deposits
FI$Cal
Search
Find | View All
First
1-4 of 4

Incomplete Deposits

Unit 8860

User

*Balance Status In And Out Of Balance Groups

Payment Type Regular Payments Only

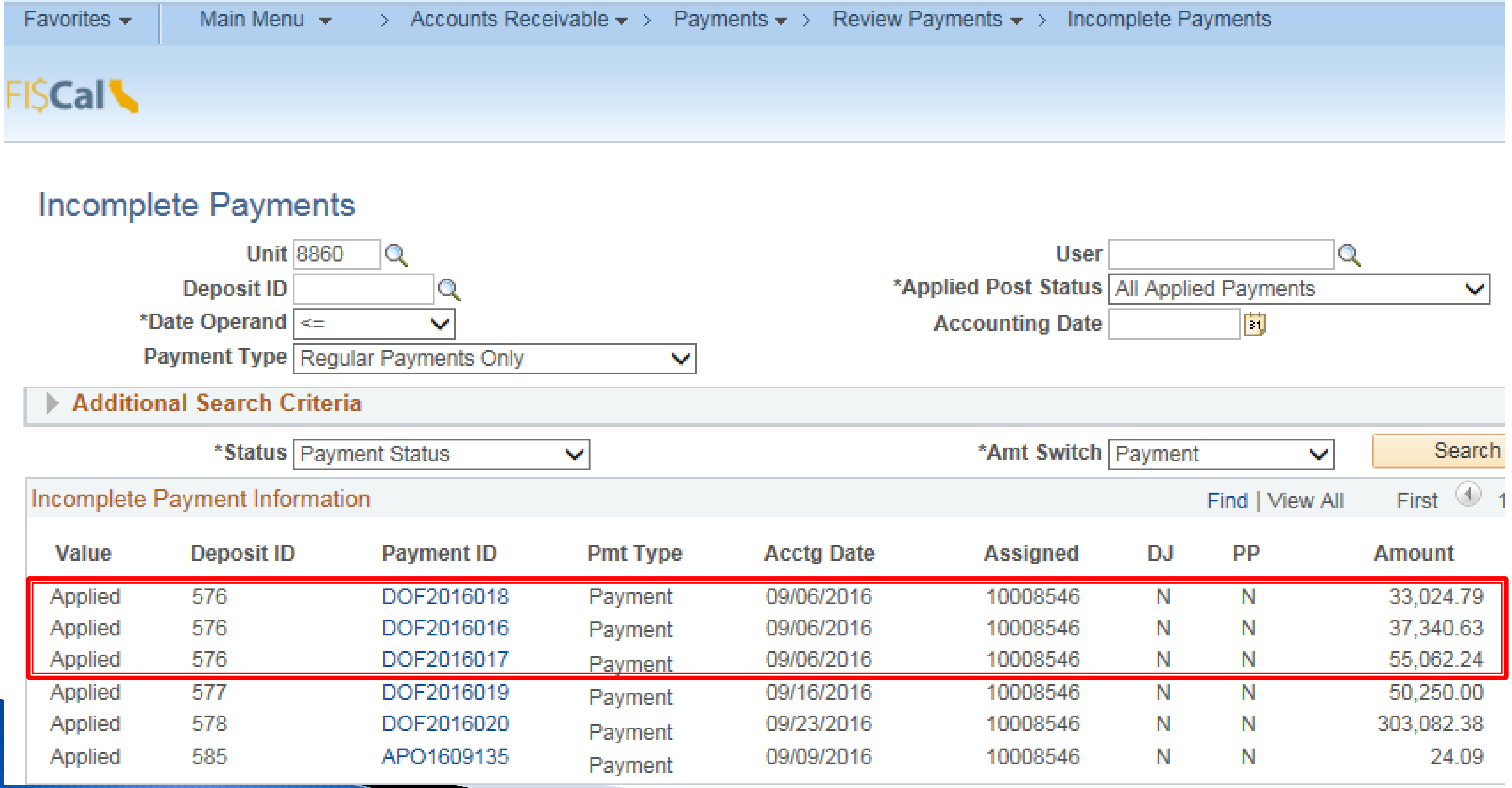
*Deposit Amount Switch Incomplete

Incomplete Deposit

Deposit ID	Payment Type	Bank	Account	Accounting Date	Assigned	Amount	Currency	Balance
576	Payment	STATE	0000	09/06/2016	10008546	125,427.66	USD	Yes
577	Payment	STATE	0000	09/16/2016	10008546	50,250.00	USD	Yes
578	Payment	STATE	0000	09/23/2016	10008546	303,082.38	USD	Yes
585	Payment	STATE	0000	09/09/2016	10008546	24.09	USD	Yes

Total: 478,784.13 USD 4

Incomplete Payments


Favorites
Main Menu
Accounts Receivable
Payments
Review Payments
Incomplete Payments
FI$Cal
Search
Find | View All
First

Incomplete Payments

Unit 8860

Deposit ID

*Date Operand <=

Payment Type Regular Payments Only

User

*Applied Post Status All Applied Payments

Accounting Date

Additional Search Criteria

*Status Payment Status

*Amt Switch Payment

Incomplete Payment Information

Value	Deposit ID	Payment ID	Pmt Type	Acctg Date	Assigned	DJ	PP	Amount
Applied	576	DOF2016018	Payment	09/06/2016	10008546	N	N	33,024.79
Applied	576	DOF2016016	Payment	09/06/2016	10008546	N	N	37,340.63
Applied	576	DOF2016017	Payment	09/06/2016	10008546	N	N	55,062.24
Applied	577	DOF2016019	Payment	09/16/2016	10008546	N	N	50,250.00
Applied	578	DOF2016020	Payment	09/23/2016	10008546	N	N	303,082.38
Applied	585	APO1609135	Payment	09/09/2016	10008546	N	N	24.09

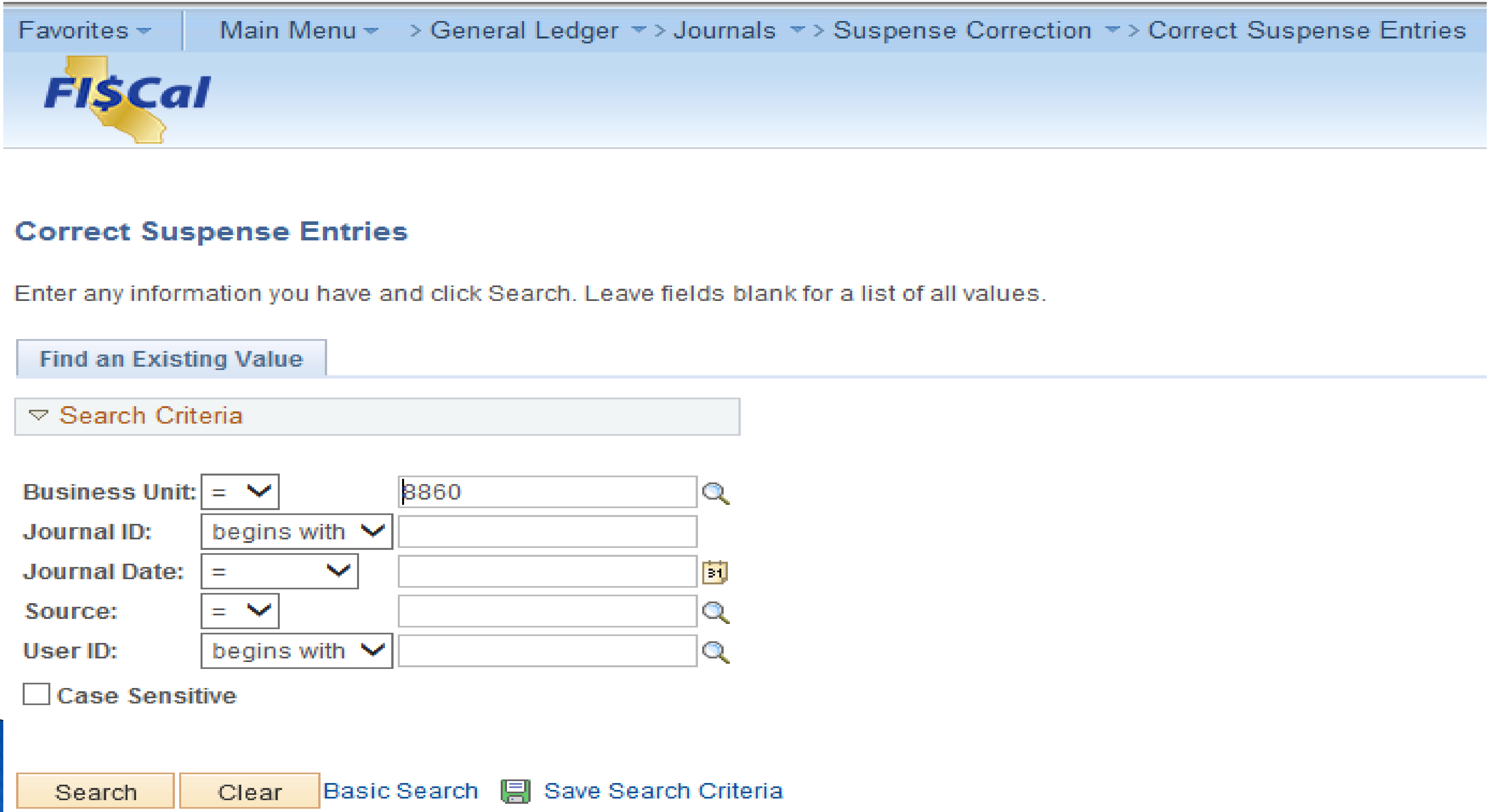
Review and Correct Suspense Entries

Review and Correct Suspense Entries

- Follow instructions in FI$Cal Job Aid.033 to review and correct Suspense Entries

- Open a FSC ticket only if Suspense Journal Entries have 50, 44, 48, or 62 series Account per job aid FI$Cal.009

Review and Correct Suspense Entries


Favorites
Main Menu
> General Ledger
> Journals
> Suspense Correction
> Correct Suspense Entries
FI$Cal
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria

Correct Suspense Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit:	=	8860
Journal ID:	begins with	
Journal Date:	=	
Source:	=	
User ID:	begins with	

☐ Case Sensitive

Labor Distribution

Labor Distribution

State Controller's Office (SCO) pays labor costs out of a department's main item clearing account. However, these costs may not be accurately reflected in the fund and program SCO charges.

The Labor Distribution (LD) process creates accounting entries to record a department's payroll transactions at a lower level of detail.

Labor Distribution

Departmental Labor Tasks / Process Flow

After FI$Cal stages the payroll file, departments perform the following tasks:

- Validate labor configurations
- Run payroll queries before & after LD (see subsequent Power Point slide)
- Run labor distribution
- Review and correct labor errors
- Re-run LD process as many times as needed to fully distribute payroll costs
  - Refer to job aid FI$Cal.184 for running LD
- Create a payroll journal for CLO JEs that represents Payroll Clearing account amounts
- Verify Payroll Clearing account is $0 balance in ledger inquiry or DFQ_KK_01_ACTIVITYLOG_SUP_PROJ query
- Reconcile labor transactions with SCO (see subsequent Power Point slide)

Refer to DOF's FI$Cal Overview training material for detailed LD steps and processes

Labor Distribution (Cont'd)

Run and Review Payroll Queries

Before First LD Run:

- ZZ_LD_PAYROLL_HEADERS
- ZZ_LD_PAYROLL_BENEFITS
- ZZ_LD_UNDIST_PAYROLL

After Each LD Run:

- ZZ_PAYROLL_ERR
- ZZ_BUDGET_ERR_ONLY
- ZZ_CHARTFLD_ERR
- ZZ_LD_UNDIST_PAYROLL

* *Also, run the **Activity Sheet Error** report and the **Missing Activity Sheet** report as applicable*

Refer to DOF's FI$Cal Overview training material for detailed LD steps and processes

LD Journals

A. FI$Cal staged SCO labor file

- Below entry reversed department’s clearing account

Dr. 1109600 – Pending Cash Transfers-LD

Cr. 5100000-Personal Services

(Program 9999, Reporting Structure 88609999)

B. Labor distributed to Employee’s Defaults or Activity Sheet

- **DFQ_LD_03_Acct_Entries** query displays entries after labor distribution.
- Journal Source = LD

Dr. 51xxxxx-Various Accounts

(various Programs and Reporting Structures)

Cr. 1109600 – Pending Cash Transfers-LD

LD Journals

C. Post GL journal for CLOs to offset above step “A” reversal entries in Program 9999 (leaving Dr. 51xxxxx actual expenditures)

- **DFQ_LD_02_CLO_EMP_SUMMARY** query lists all CLO amounts for GL journal
- CLO amounts should be verified against SCO Tab Run
- Journal Source = PAY for Program 9999
- Journal Source = ONL (without Program 9999)

Dr. 5100000-Personal Services
(Program 9999, Reporting Structure 88609999)
Cr. 1109100 – Pending Cash Transfers-GL

LD Journals - Recap

A. FI$Cal Staged SCO Labor File:

Dr. 1109600 – Pending Cash Transfers-LD
Cr. 5100000-Personal Services
(Program 9999, Reporting Structure 88609999)

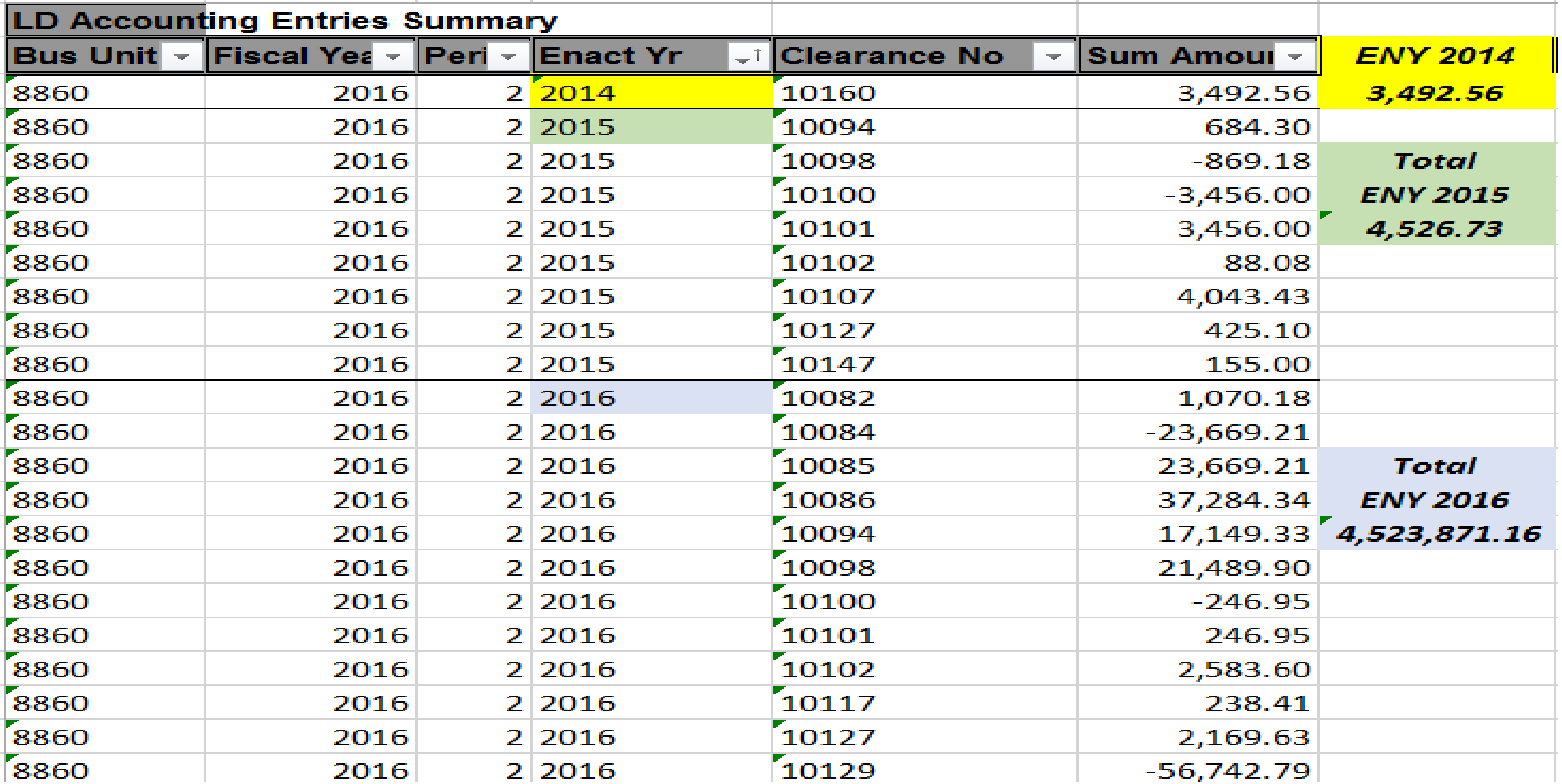
B. Run Labor Distribution:

Dr. 51xxxxx-Various Accounts
(various Programs and Reporting Structures)
Cr. 1109600 – Pending Cash Transfers-LD

C. Post CLOs Journal:

Dr. 5100000-Personal Services
(Program 9999, Reporting Structure 88609999)
Cr. 1109100 – Pending Cash Transfers-GL

Run **DFQ_LD_02_CLO_EMP_SUMMARY** query to get CLO subtotals by ENY

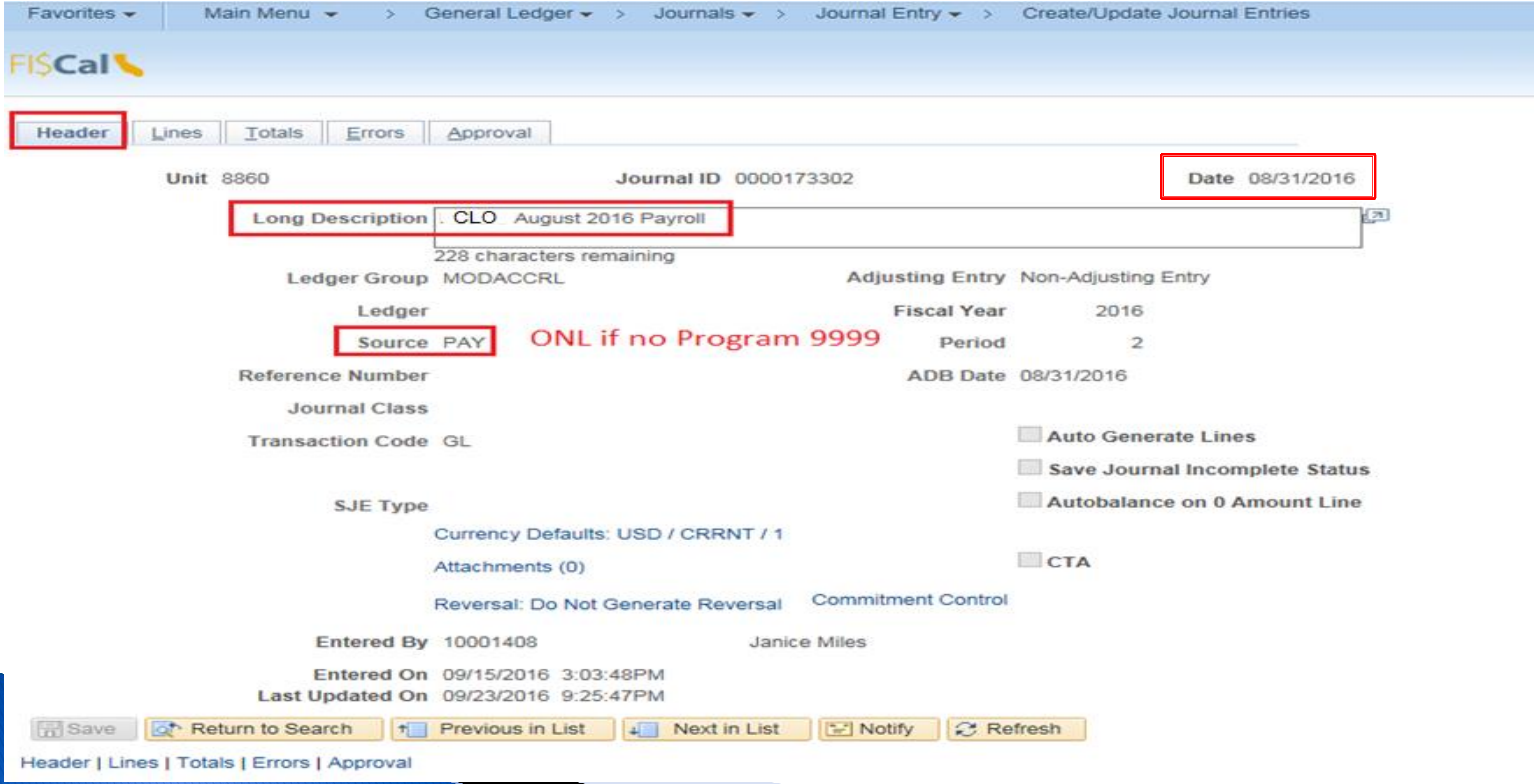


LD Accounting Entries Summary

Bus Unit	Fiscal Yea	Peri	Enact Yr	Clearance No	Sum Amou	ENY 2014
8860	2016	2	2014	10160	3,492.56	3,492.56
8860	2016	2	2015	10094	684.30	
8860	2016	2	2015	10098	-869.18	Total
8860	2016	2	2015	10100	-3,456.00	ENY 2015
8860	2016	2	2015	10101	3,456.00	4,526.73
8860	2016	2	2015	10102	88.08	
8860	2016	2	2015	10107	4,043.43	
8860	2016	2	2015	10127	425.10	
8860	2016	2	2015	10147	155.00	
8860	2016	2	2016	10082	1,070.18	
8860	2016	2	2016	10084	-23,669.21	
8860	2016	2	2016	10085	23,669.21	Total
8860	2016	2	2016	10086	37,284.34	ENY 2016
8860	2016	2	2016	10094	17,149.33	4,523,871.16
8860	2016	2	2016	10098	21,489.90	
8860	2016	2	2016	10100	-246.95	
8860	2016	2	2016	10101	246.95	
8860	2016	2	2016	10102	2,583.60	
8860	2016	2	2016	10117	238.41	
8860	2016	2	2016	10127	2,169.63	
8860	2016	2	2016	10129	-56,742.79	

Create Payroll Journal

Record one journal for monthly payroll CLO journals


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Header | Lines | Totals | Errors | Approval

Unit 8860

Journal ID 0000173302

Date 08/31/2016

Long Description CLO August 2016 Payroll

228 characters remaining

Ledger Group MODACCRL

Adjusting Entry Non-Adjusting Entry

Ledger

Fiscal Year 2016

Source PAY

ONL if no Program 9999

Period 2

Reference Number

ADB Date 08/31/2016

Journal Class

Transaction Code GL

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

☐ CTA

Reversal: Do Not Generate Reversal

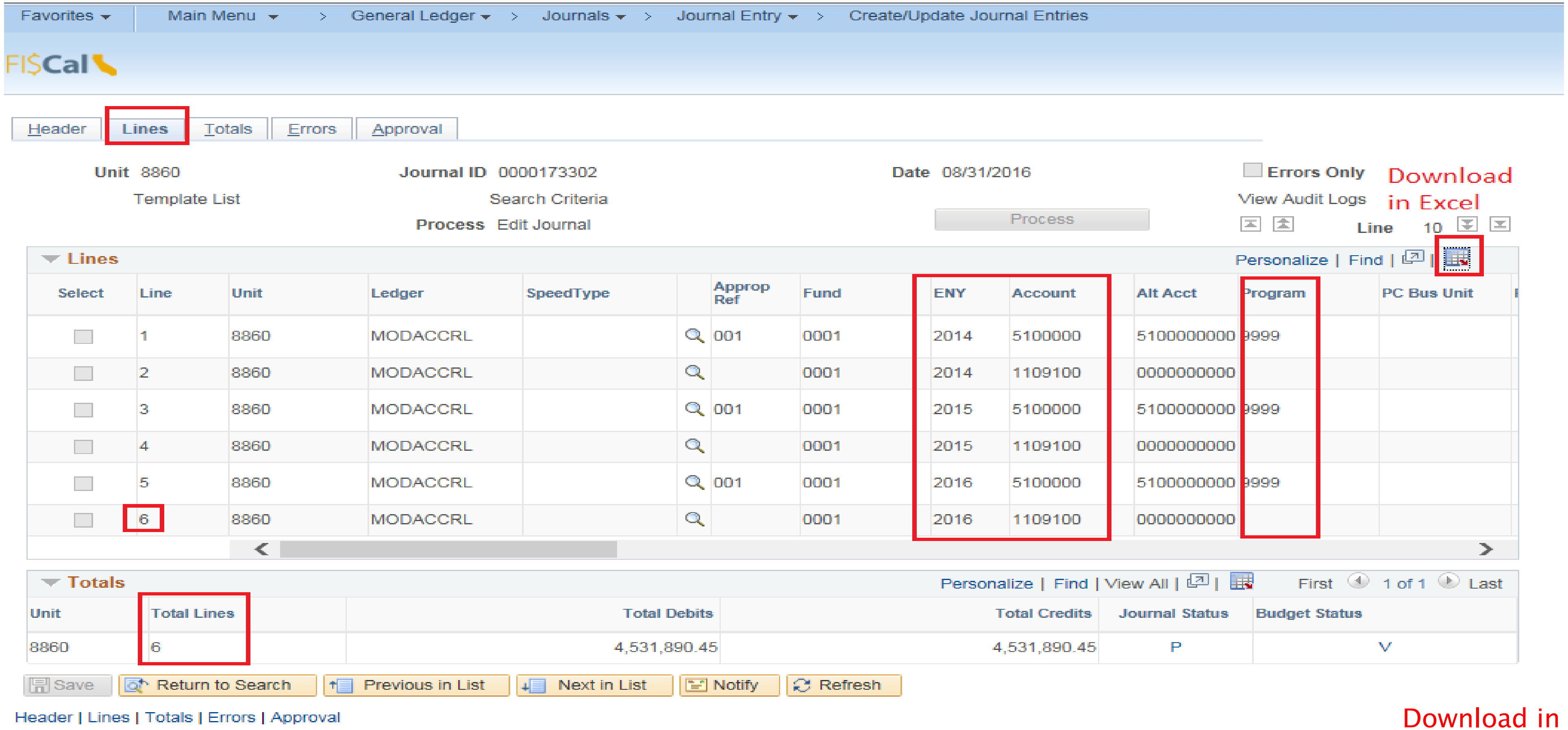
Commitment Control

Entered By 10001408 Janice Miles

Entered On 09/15/2016 3:03:48PM

Last Updated On 09/23/2016 9:25:47PM

Record one GL journal for all ENY subtotals


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Process
Personalize | Find |
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Header | Lines | Totals | Errors | Approval

Unit 8860 **Journal ID** 0000173302 **Date** 08/31/2016

☐ Errors Only

Template List Search Criteria View Audit Logs

Process Edit Journal

Line 10

Download in Excel

Lines

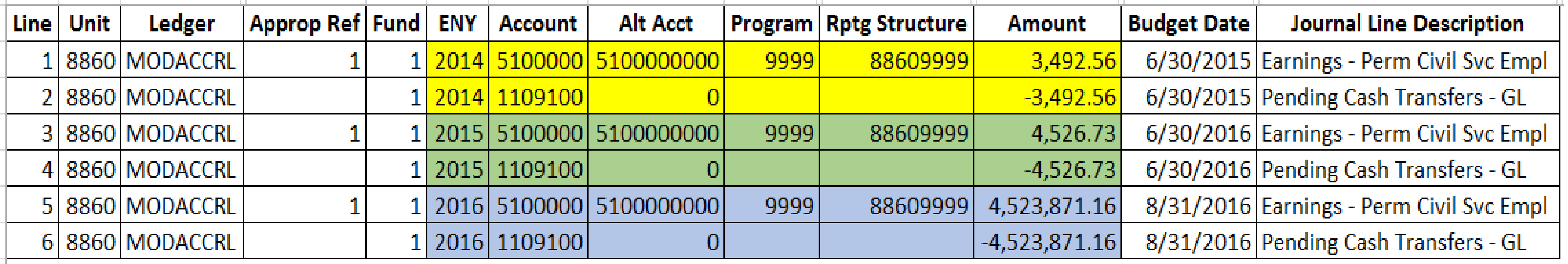
Select	Line	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
☐	1	8860	MODACCRL		001	0001	2014	5100000	5100000000	9999	
☐	2	8860	MODACCRL			0001	2014	1109100	0000000000		
☐	3	8860	MODACCRL		001	0001	2015	5100000	5100000000	9999	
☐	4	8860	MODACCRL			0001	2015	1109100	0000000000		
☐	5	8860	MODACCRL		001	0001	2016	5100000	5100000000	9999	
☐	6	8860	MODACCRL			0001	2016	1109100	0000000000		

Totals

Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	6	4,531,890.45	4,531,890.45	P	V

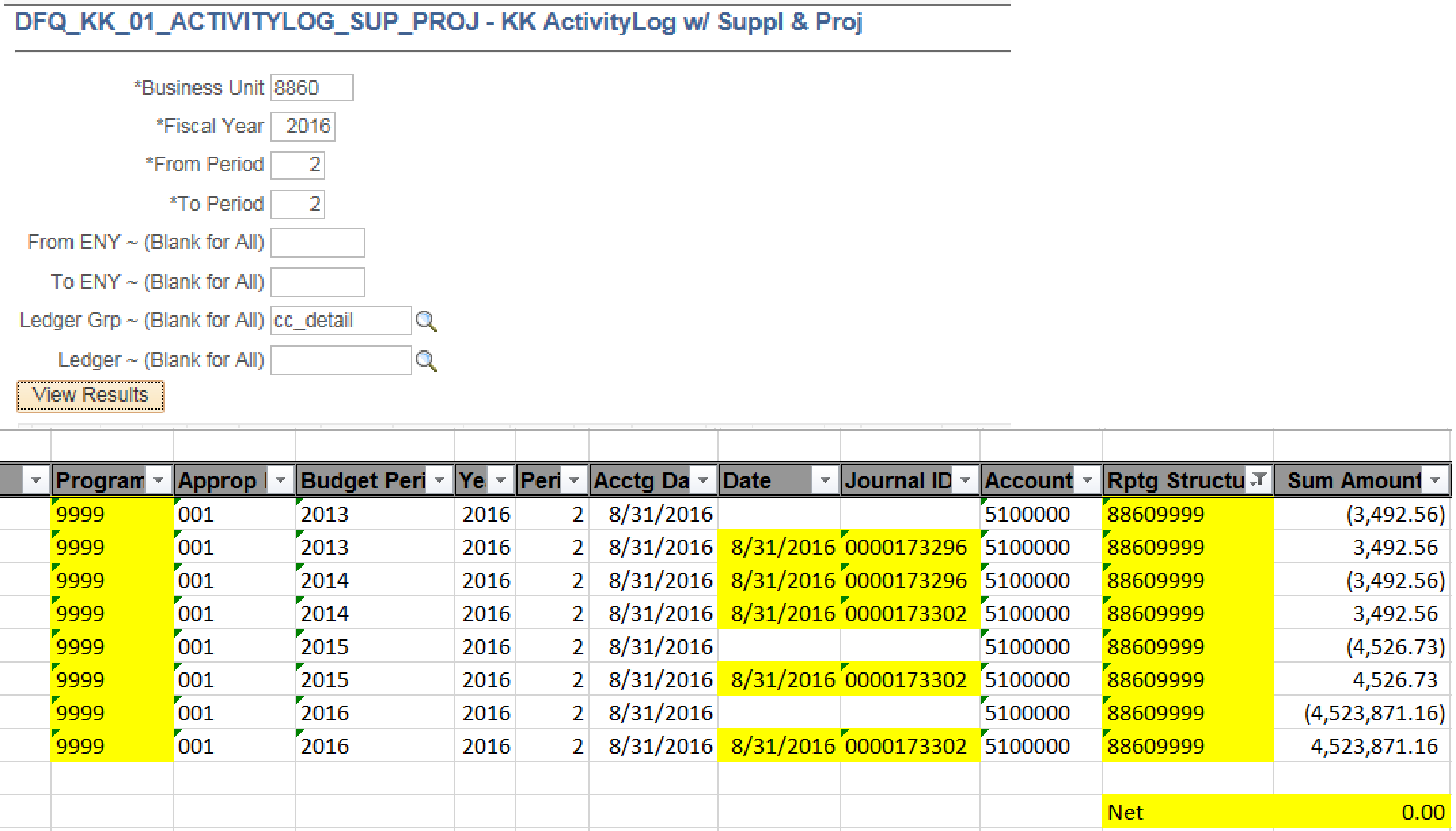
Download in Excel



Line	Unit	Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date	Journal Line Description
1	8860	MODACCRL	1	1	2014	5100000	5100000000	9999	88609999	3,492.56	6/30/2015	Earnings - Perm Civil Svc Empl
2	8860	MODACCRL		1	2014	1109100	0			-3,492.56	6/30/2015	Pending Cash Transfers - GL
3	8860	MODACCRL	1	1	2015	5100000	5100000000	9999	88609999	4,526.73	6/30/2016	Earnings - Perm Civil Svc Empl
4	8860	MODACCRL		1	2015	1109100	0			-4,526.73	6/30/2016	Pending Cash Transfers - GL
5	8860	MODACCRL	1	1	2016	5100000	5100000000	9999	88609999	4,523,871.16	8/31/2016	Earnings - Perm Civil Svc Empl
6	8860	MODACCRL		1	2016	1109100	0			-4,523,871.16	8/31/2016	Pending Cash Transfers - GL

Verify Payroll Clearing = $0 Balance

Run DFQ_KK_01_ACTIVITYLOG_SUP_PROJ query and filter by Reporting Structure 88609999



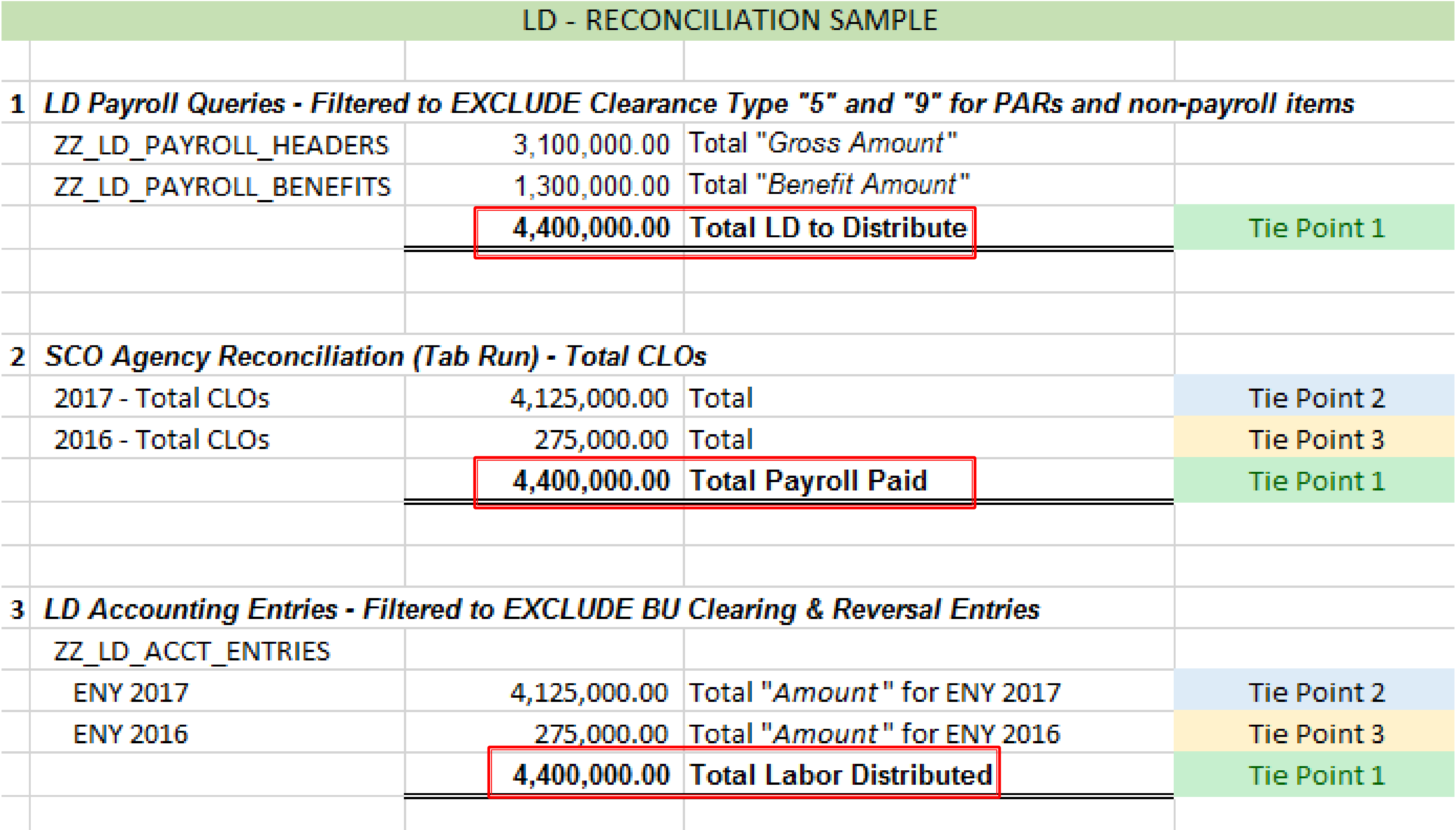
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 8860
*Fiscal Year 2016
*From Period 2
*To Period 2
From ENY ~ (Blank for All)
To ENY ~ (Blank for All)
Ledger Grp ~ (Blank for All) cc_detail
Ledger ~ (Blank for All)

KK ActivityLog w/ Suppl & Proj

Ledger	Un	ENY	Fund	Program	Approp I	Budget Peri	Ye	Peri	Acctg Da	Date	Journal ID	Account	Rptg Structu	Sum Amount
C_DTL_EXP	8860	2013	0001	9999	001	2013	2016	2	8/31/2016			5100000	88609999	(3,492.56)
C_DTL_EXP	8860	2013	0001	9999	001	2013	2016	2	8/31/2016	8/31/2016	0000173296	5100000	88609999	3,492.56
C_DTL_EXP	8860	2014	0001	9999	001	2014	2016	2	8/31/2016	8/31/2016	0000173296	5100000	88609999	(3,492.56)
C_DTL_EXP	8860	2014	0001	9999	001	2014	2016	2	8/31/2016	8/31/2016	0000173302	5100000	88609999	3,492.56
C_DTL_EXP	8860	2015	0001	9999	001	2015	2016	2	8/31/2016			5100000	88609999	(4,526.73)
C_DTL_EXP	8860	2015	0001	9999	001	2015	2016	2	8/31/2016	8/31/2016	0000173302	5100000	88609999	4,526.73
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/31/2016			5100000	88609999	(4,523,871.16)
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/31/2016	8/31/2016	0000173302	5100000	88609999	4,523,871.16
													Net	0.00

LD Reconciliation



LD - RECONCILIATION SAMPLE

1	*LD Payroll Queries - Filtered to EXCLUDE Clearance Type "5" and "9" for PARs and non-payroll items*			
	ZZ_LD_PAYROLL_HEADERS	3,100,000.00	Total "*Gross Amount*"	
	ZZ_LD_PAYROLL_BENEFITS	1,300,000.00	Total "*Benefit Amount*"	
		4,400,000.00	**Total LD to Distribute**	Tie Point 1
2	*SCO Agency Reconciliation (Tab Run) - Total CLOs*			
	2017 - Total CLOs	4,125,000.00	Total	Tie Point 2
	2016 - Total CLOs	275,000.00	Total	Tie Point 3
		4,400,000.00	**Total Payroll Paid**	Tie Point 1
3	*LD Accounting Entries - Filtered to EXCLUDE BU Clearing & Reversal Entries*			
	ZZ_LD_ACCT_ENTRIES			
	ENY 2017	4,125,000.00	Total "*Amount*" for ENY 2017	Tie Point 2
	ENY 2016	275,000.00	Total "*Amount*" for ENY 2016	Tie Point 3
		4,400,000.00	**Total Labor Distributed**	Tie Point 1

This slide and other detail LD steps and processes are in the DOF's FI$Cal Overview training materials.

LD Tips

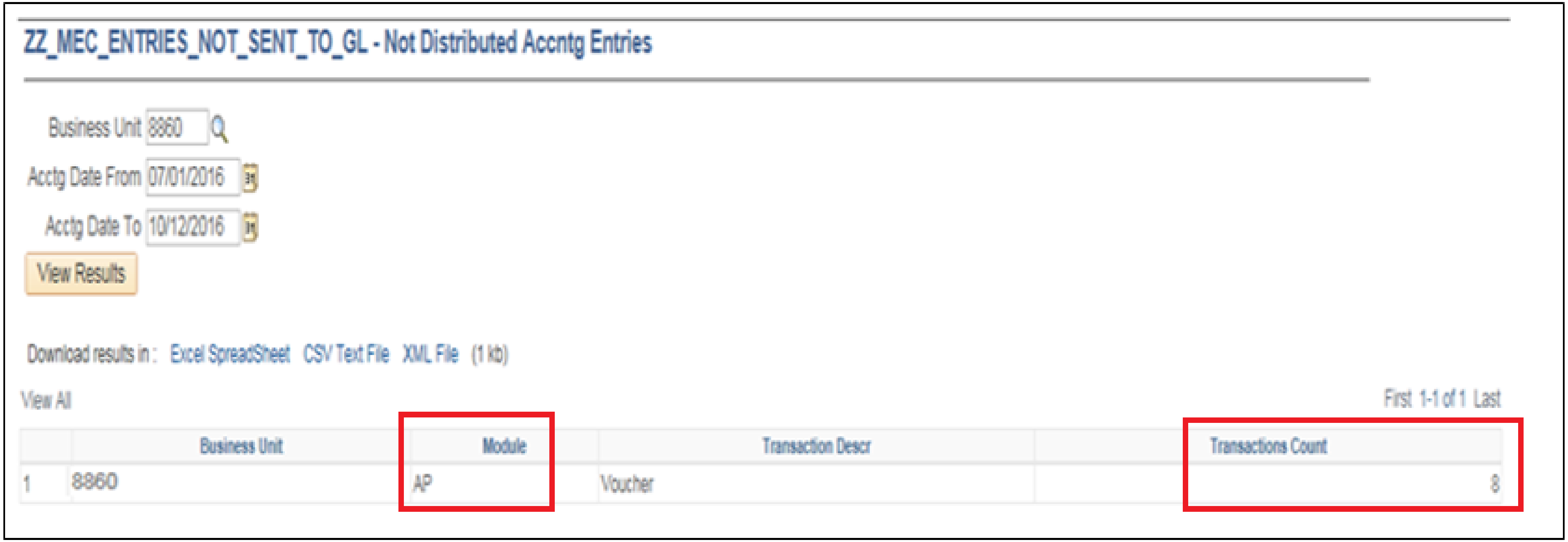
- *Labor staff knows* the department's labor configurations
- Understand the labor Queries (job aid FI$Cal.084)
- Run payroll queries ***before*** first LD run and **after** each LD run
- Track *every* LD run process instance with description (i.e., which month(s) are being distributed, Personal Activity Sheet (PAS), Adjusted PAS, override, etc.)
- Perform LD reconciliation (refer to FI$Cal Overview training material for detail LD steps and processes)

ZZ_MEC_ENTRIES_NOT_SENT_TO_GL Query

ZZ_MEC_ENTRIES_NOT_SENT_TO_GL

- Run ZZ_MEC_ENTRIES_NOT_SENT_TO_GL per Job aid FI$Cal.009 steps
- This query consolidates various ZZ_Entries_NotSentTo_GL queries from AP, AR, LD, PC, BI, AM and GL Modules include sub-system journals
- If there are entries identified on the ZZ_MEC_ENTRIES_NOT_SENT_TO_GL, run the appropriate submodule queries (see job aid FI$Cal.037 for various queries).
- Recommended practice is to run this query weekly to stay on top of various transactions that are not sent to GL
- Research and determine if transactions can be resolved by processor, approver or FSC
- Departments can not close subsystems until ZZ_MEC_ENTRIES_NOT_SENT_TO_GL query is cleared

ZZ_MEC_ENTRIES_NOT_SENT_TO_GL



ZZ_MEC_ENTRIES_NOT_SENT_TO_GL - Not Distributed Accntg Entries

Business Unit 8860

Acctg Date From 07/01/2016

Acctg Date To 10/12/2016

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

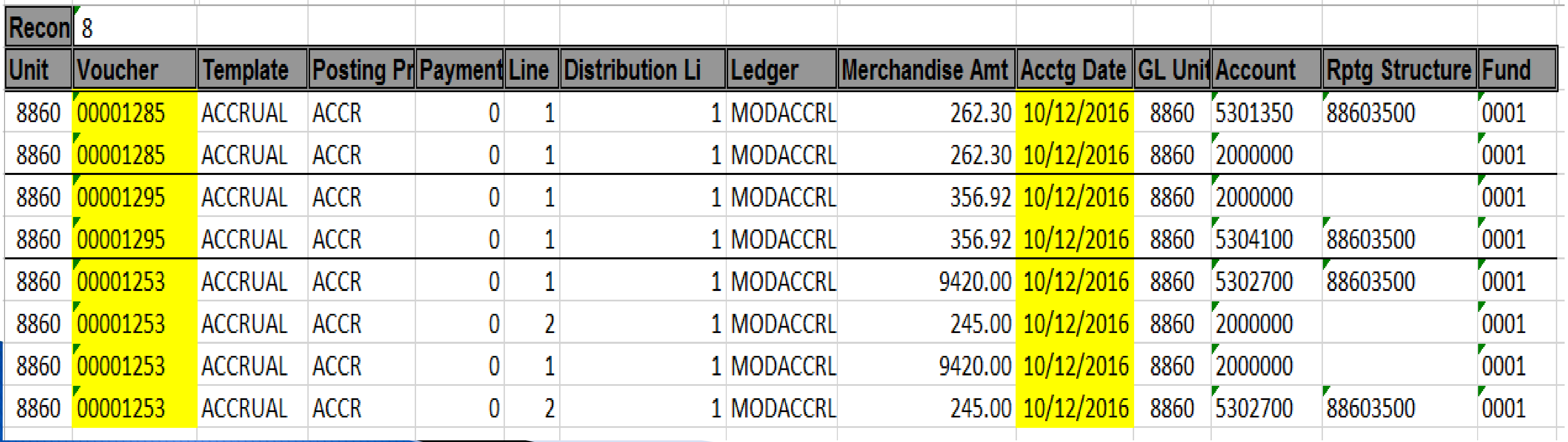
	Business Unit	Module	Transaction Descr		Transactions Count
1	8860	AP	Voucher		8

Example:

- There are eight (8) AP transactions that are not sent to GL.
- Run ZZ_AP_ACCTENTRIES_NOTSENTTO_GL query to see voucher numbers

ZZ_AP_ACCTENTRIES_NOTSENTTO_GL

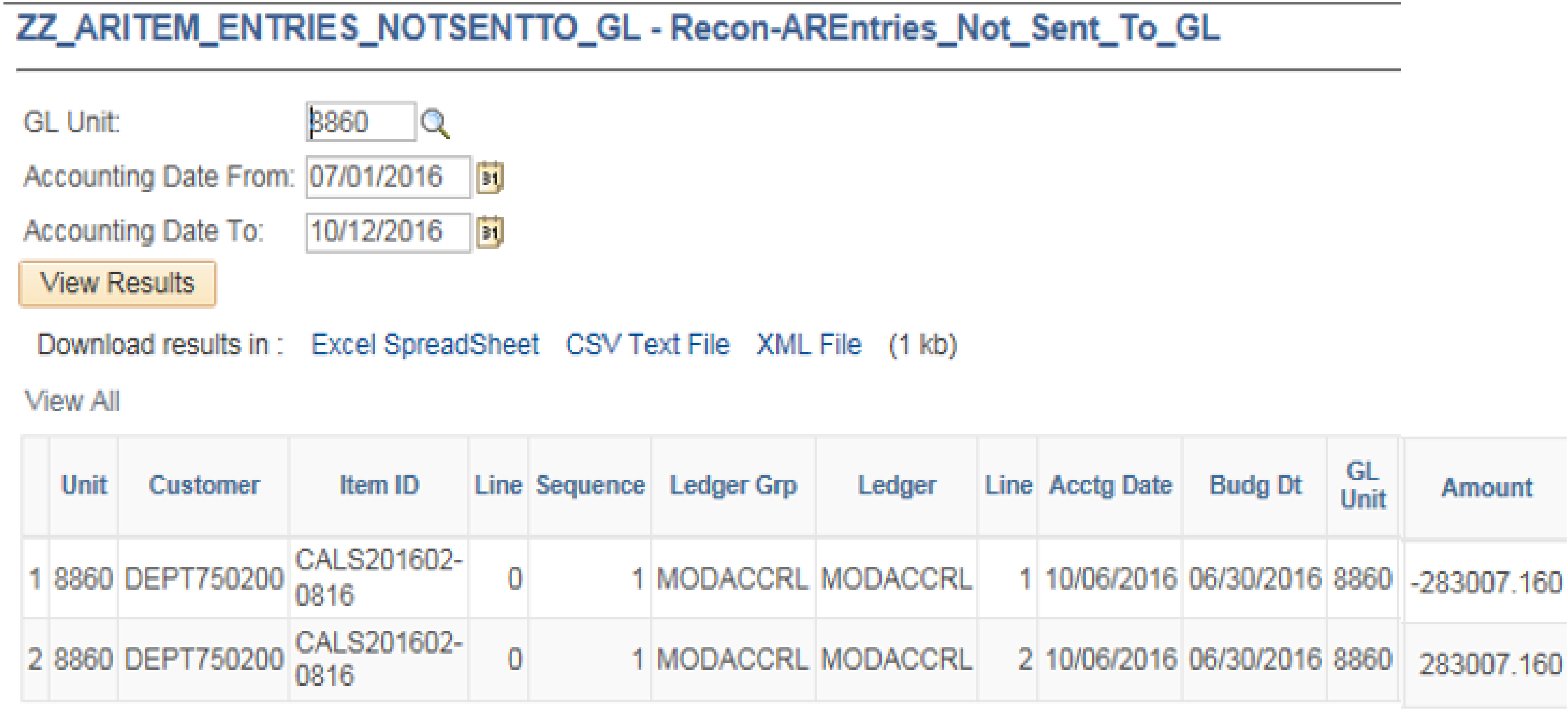
- Displays all AP accounting entries that have not been journal-generated
- Vouchers are required to journal-generate to the GL and post before the amount can be reported on ledger based reports
- Below example displays eight (8) AP account transactions but only three (3) new vouchers are involved and will be sent to GL the next day



Recon	8												
Unit	**Voucher**	**Template**	**Posting Pr**	**Payment**	**Line**	**Distribution Li**	**Ledger**	**Merchandise Amt**	**Acctg Date**	**GL Unit**	**Account**	**Rptg Structure**	**Fund**
8860	00001285	ACCRUAL	ACCR	0	1	1	MODACCRL	262.30	10/12/2016	8860	5301350	88603500	0001
8860	00001285	ACCRUAL	ACCR	0	1	1	MODACCRL	262.30	10/12/2016	8860	2000000		0001
8860	00001295	ACCRUAL	ACCR	0	1	1	MODACCRL	356.92	10/12/2016	8860	2000000		0001
8860	00001295	ACCRUAL	ACCR	0	1	1	MODACCRL	356.92	10/12/2016	8860	5304100	88603500	0001
8860	00001253	ACCRUAL	ACCR	0	1	1	MODACCRL	9420.00	10/12/2016	8860	5302700	88603500	0001
8860	00001253	ACCRUAL	ACCR	0	2	1	MODACCRL	245.00	10/12/2016	8860	2000000		0001
8860	00001253	ACCRUAL	ACCR	0	1	1	MODACCRL	9420.00	10/12/2016	8860	2000000		0001
8860	00001253	ACCRUAL	ACCR	0	2	1	MODACCRL	245.00	10/12/2016	8860	5302700	88603500	0001

AR Items Entries Not Sent To GL

- Displays all AR Item accounting entries that have not been journal-generated



ZZ_ARITEM_ENTRIES_NOTSENTTO_GL - Recon-AREntries_Not_Sent_To_GL

GL Unit: 8860

Accounting Date From: 07/01/2016

Accounting Date To: 10/12/2016

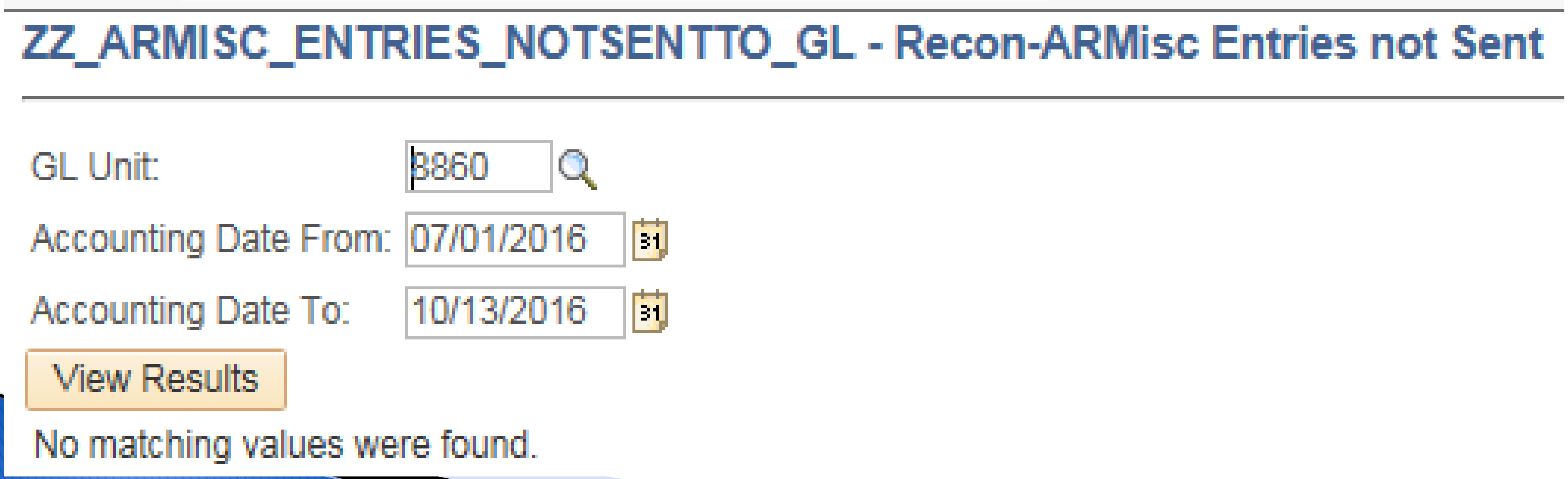
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

	Unit	Customer	Item ID	Line	Sequence	Ledger Grp	Ledger	Line	Acctg Date	Budg Dt	GL Unit	Amount
1	8860	DEPT750200	CALS201602-0816	0	1	MODACCRL	MODACCRL	1	10/06/2016	06/30/2016	8860	-283007.160
2	8860	DEPT750200	CALS201602-0816	0	1	MODACCRL	MODACCRL	2	10/06/2016	06/30/2016	8860	283007.160

ZZ_ARMISC_ENTRIES_NOTSENTTO_GL

- Displays all receipt accounting entries that have not been journal-generated

- Receipts are required to journal-generate to the GL and post before the amount can be reported on ledger based reports



ZZ_ARMISC_ENTRIES_NOTSENTTO_GL - Recon-ARMisc Entries not Sent

GL Unit: 8860

Accounting Date From: 07/01/2016

Accounting Date To: 10/13/2016

No matching values were found.

ZZ_CM_ENTRIES_NOTSENTTO_GL

- Displays all Cash Management accounting entries that have not been journal-generated

- Cash Management accounting entries are required to journal-generate to the GL and post before the amount can be reported on ledger based reports

ZZ_AM_ACCT_ENTRIES_NOT_SENT_TO_GL

- Displays all Asset Management accounting entries that have not been journal-generated
- AM entries will be sent to GL the next day after asset depreciation is completed
- Asset Management accounting entries are required to journal-generate to the GL before the amount can be reported on ledger based reports

ZZ_SUBSYS_JRNL_NOT_POSTED

- Displays journals that have not been posted in the GL by journal ID, journal date, and business unit

- Status fields and ChartFields are included in this query

LD_ACCT_ENTRIES_NOT_SENT_TO_GL

- Displays all Labor Distribution accounting entries that have not been journal-generated
- LD entries will be sent to GL the next day after Labor Distribution is completed
- These entries are required to journal-generate to the GL before the amount can be reported on ledger based reports

Verify Sub-Module Transactions are Sent to GL

Important Note :

Recommended practice is for staff to run the ZZ_MEC_OUTSTANDING_TRXNS, ZZ_MEC_ENTRIES_NOT_SENT_TO_GL, and other appropriate queries periodically during the week, to review and resolve transactions that have not posted in the sub-modules and/or sent to GL.

Resolve outstanding and not sent transactions in a timely manner to avoid reconciling items at month end.

Update Online MEC Status

- Online Month End Closing (MEC) Reporting Tool (Job aid FI$Cal.335) provides departments the steps on how to report MEC activities online in FI$Cal.

- MEC Dashboard calculates % of completion based on below options reported on the Summary Task or Detail Task screen:
    - Completed
    - In Progress
    - Not Applicable
    - Not Started
    - On Hold

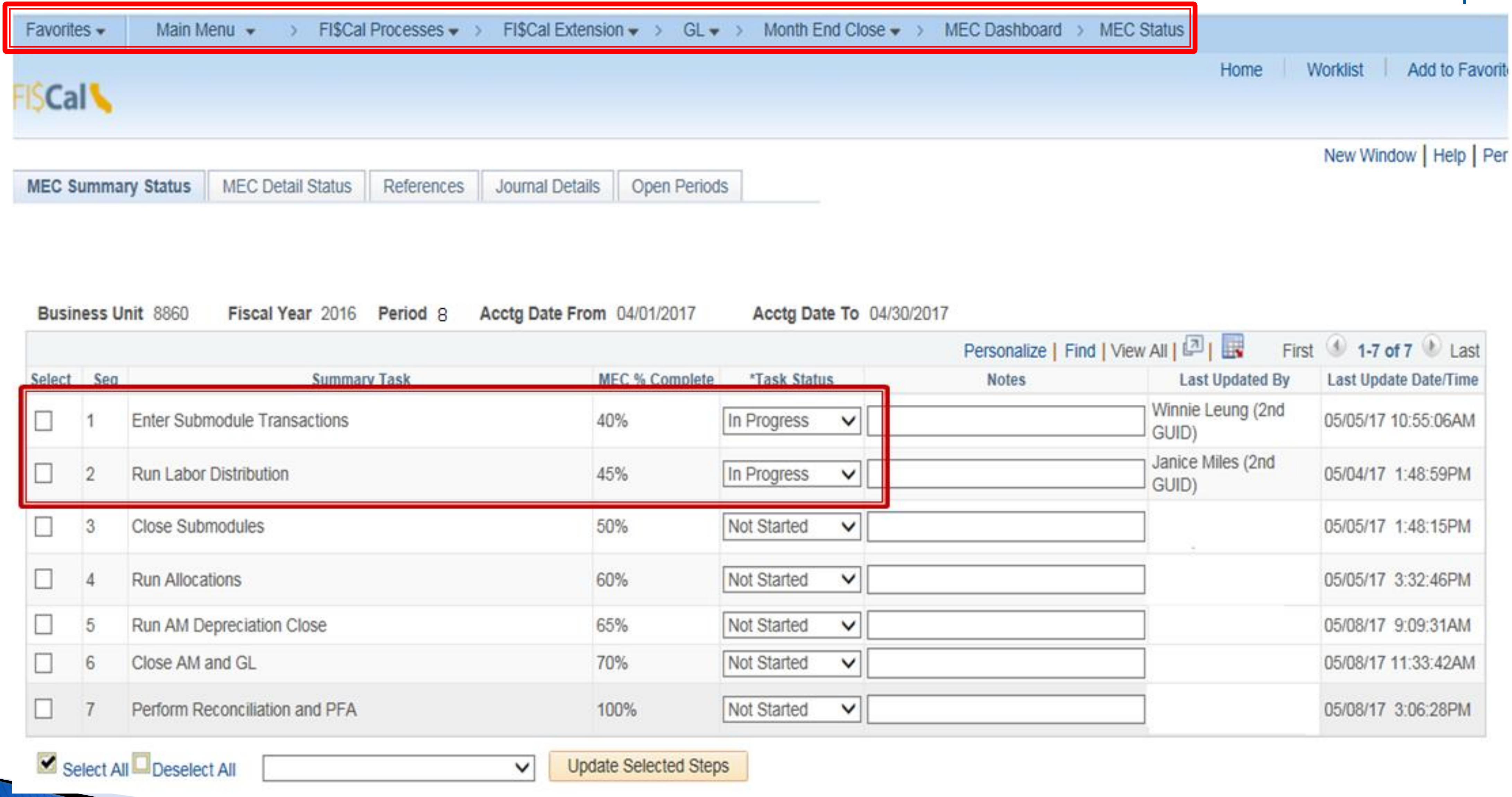
- Update MEC Status if appropriate tasks are “In Progress” or “On Hold” so that MEC Dashboard can display 25% completion or more as to 0%.

- When all tasks reported as “Completed” and/or “Not Applicable”, the MEC Dashboard will report 100% completed for the accounting period.

- FI$Cal will produce project status reports based on this data. Therefore, Departments must ensure accurate and timely updates no later than the 1st and the 15th of each month.

Enter Submodule Transactions and Run Labor Distribution, Summary Tasks are "In Progress"

Example


Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Dashboard
MEC Status
Home
Worklist
Add to Favorit
FI$Cal
New Window | Help | Per
MEC Summary Status
MEC Detail Status
References
Journal Details
Open Periods
Personalize | Find | View All |
First
1-7 of 7
Last
Select All
Deselect All
Update Selected Steps

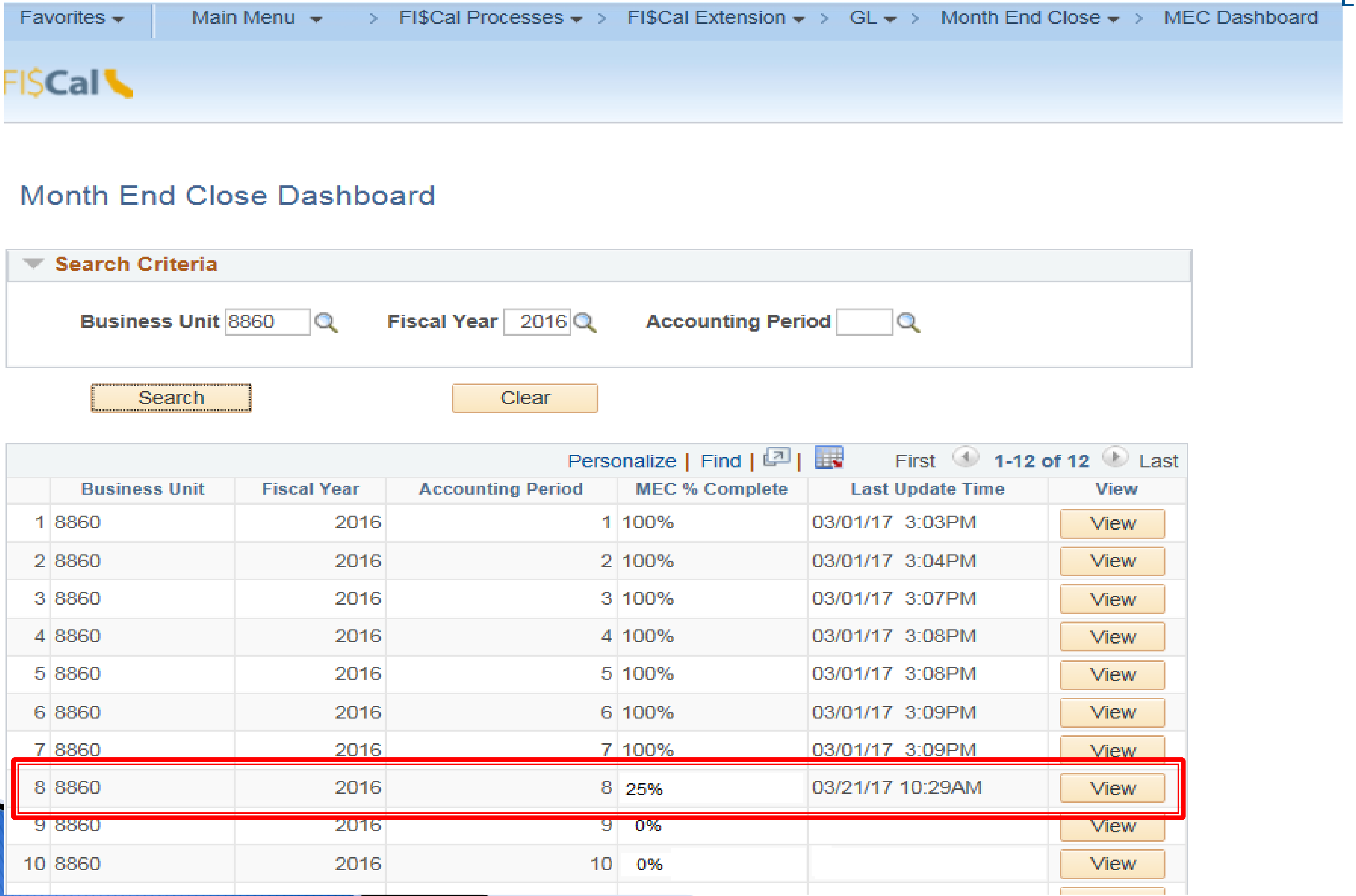
Business Unit 8860 **Fiscal Year** 2016 **Period** 8 **Acctg Date From** 04/01/2017 **Acctg Date To** 04/30/2017

Select	Seq	Summary Task	MEC % Complete	*Task Status	Notes	Last Updated By	Last Update Date/Time
☐	1	Enter Submodule Transactions	40%	In Progress		Winnie Leung (2nd GUID)	05/05/17 10:55:06AM
☐	2	Run Labor Distribution	45%	In Progress		Janice Miles (2nd GUID)	05/04/17 1:48:59PM
☐	3	Close Submodules	50%	Not Started			05/05/17 1:48:15PM
☐	4	Run Allocations	60%	Not Started			05/05/17 3:32:46PM
☐	5	Run AM Depreciation Close	65%	Not Started			05/08/17 9:09:31AM
☐	6	Close AM and GL	70%	Not Started			05/08/17 11:33:42AM
☐	7	Perform Reconciliation and PFA	100%	Not Started			05/08/17 3:06:28PM

☑ Select All ☐ Deselect All

MEC Dashboard (period 8) displays 25% as oppose to 0% for Summary Tasks “In Progress” or “On Hold”

Example


Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Dashboard
FI$Cal
Search
Clear
Personalize | Find |
First
1-12 of 12
Last

Month End Close Dashboard

Search Criteria

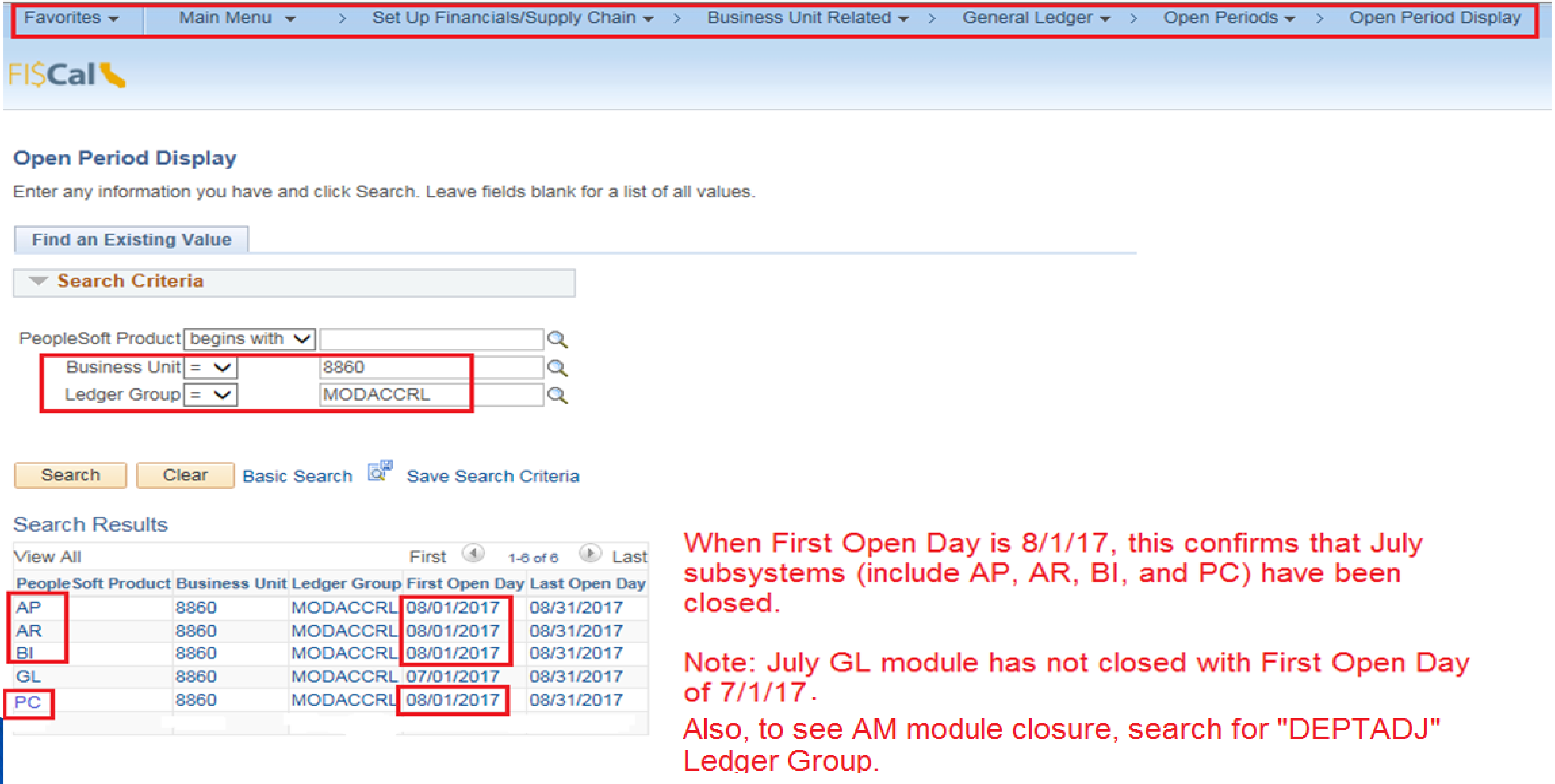
Business Unit 8860 **Fiscal Year** 2016 **Accounting Period**

	Business Unit	Fiscal Year	Accounting Period	MEC % Complete	Last Update Time	View
1	8860	2016	1	100%	03/01/17 3:03PM	View
2	8860	2016	2	100%	03/01/17 3:04PM	View
3	8860	2016	3	100%	03/01/17 3:07PM	View
4	8860	2016	4	100%	03/01/17 3:08PM	View
5	8860	2016	5	100%	03/01/17 3:08PM	View
6	8860	2016	6	100%	03/01/17 3:09PM	View
7	8860	2016	7	100%	03/01/17 3:09PM	View
8	8860	2016	8	25%	03/21/17 10:29AM	View
9	8860	2016	9	0%		View
10	8860	2016	10	0%		View

Request to Close Subsystems

- Send an e-mail to FSC to close subsystems:
  - FSC e-mail address fiscalservicecenter@fiscal.ca.gov
  - Copy FI$Cal MEC-YEC Close Request
    MEC-YECCloseRequests@fiscal.ca.gov
  - Please close (enter Month) subsystems for (enter dept. name, BU#).
- FSC will close AP, AR, BI and PC
- Verify subsystems closure (see the following example)

Verify Subsystems Closure


Favorites
Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display
FI$Cal
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
View All
First
1-6 of 6
Last

Open Period Display

Enter any information you have and click Search. Leave fields blank for a list of all values.

PeopleSoft Product: begins with
Business Unit: = 8860
Ledger Group: = MODACCRL

Search Results

PeopleSoft Product	Business Unit	Ledger Group	First Open Day	Last Open Day
AP	8860	MODACCRL	08/01/2017	08/31/2017
AR	8860	MODACCRL	08/01/2017	08/31/2017
BI	8860	MODACCRL	08/01/2017	08/31/2017
GL	8860	MODACCRL	07/01/2017	08/31/2017
PC	8860	MODACCRL	08/01/2017	08/31/2017

When First Open Day is 8/1/17, this confirms that July subsystems (include AP, AR, BI, and PC) have been closed.

Note: July GL module has not closed with First Open Day of 7/1/17.

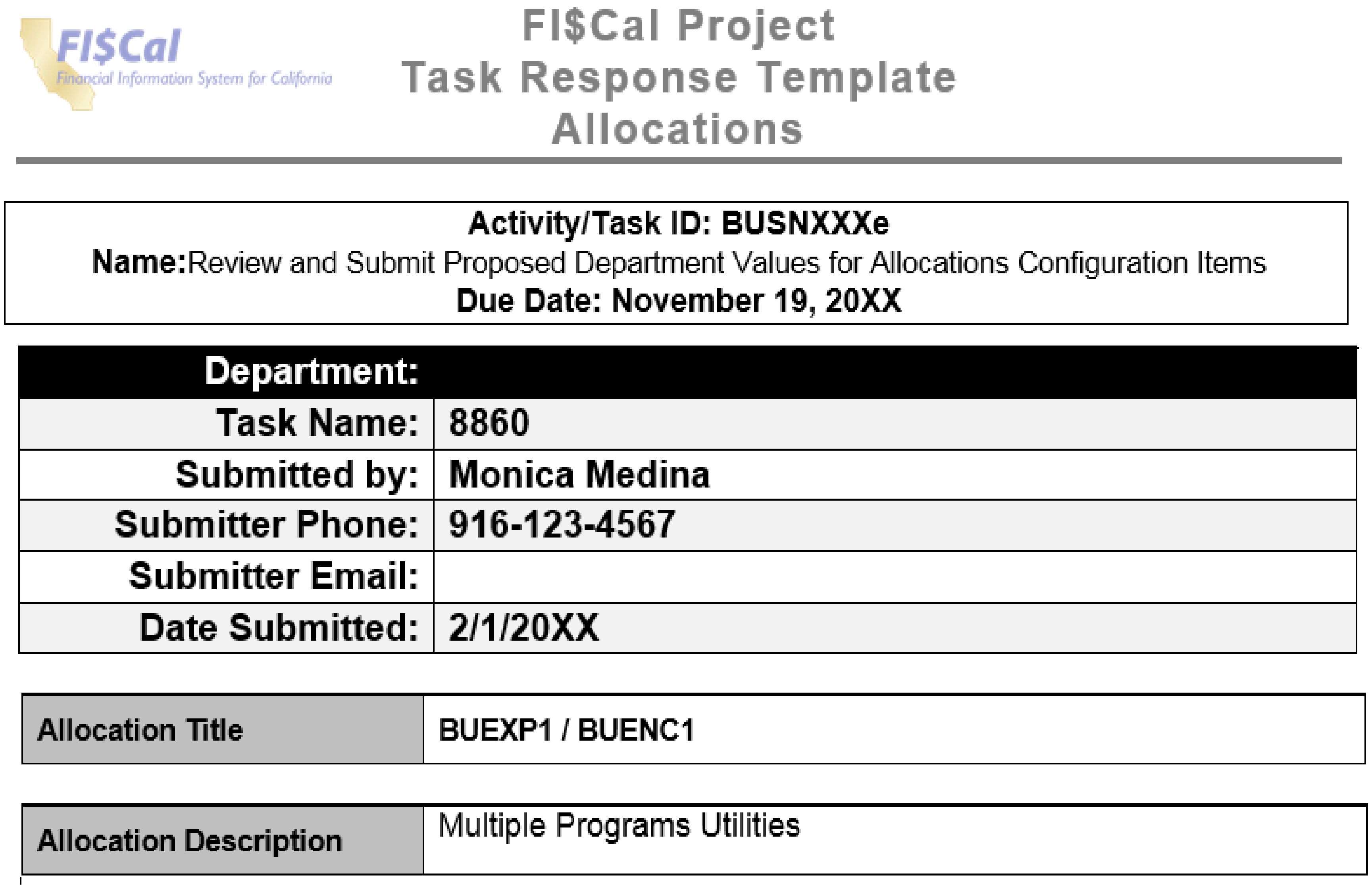
Also, to see AM module closure, search for "DEPTADJ" Ledger Group.

Allocations

Allocations

Department Allocation Tasks / Process Flow

- Validate Configurations
- Run Allocation Process
- Review and Validate Calculation Logs and Journals
  - Delete system generated journals, update configurations, correct originating entries, and re-run allocations as needed to correct errors
- Post Allocation Journals



FI$Cal
Financial Information System for California

FI$Cal Project
Task Response Template
Allocations

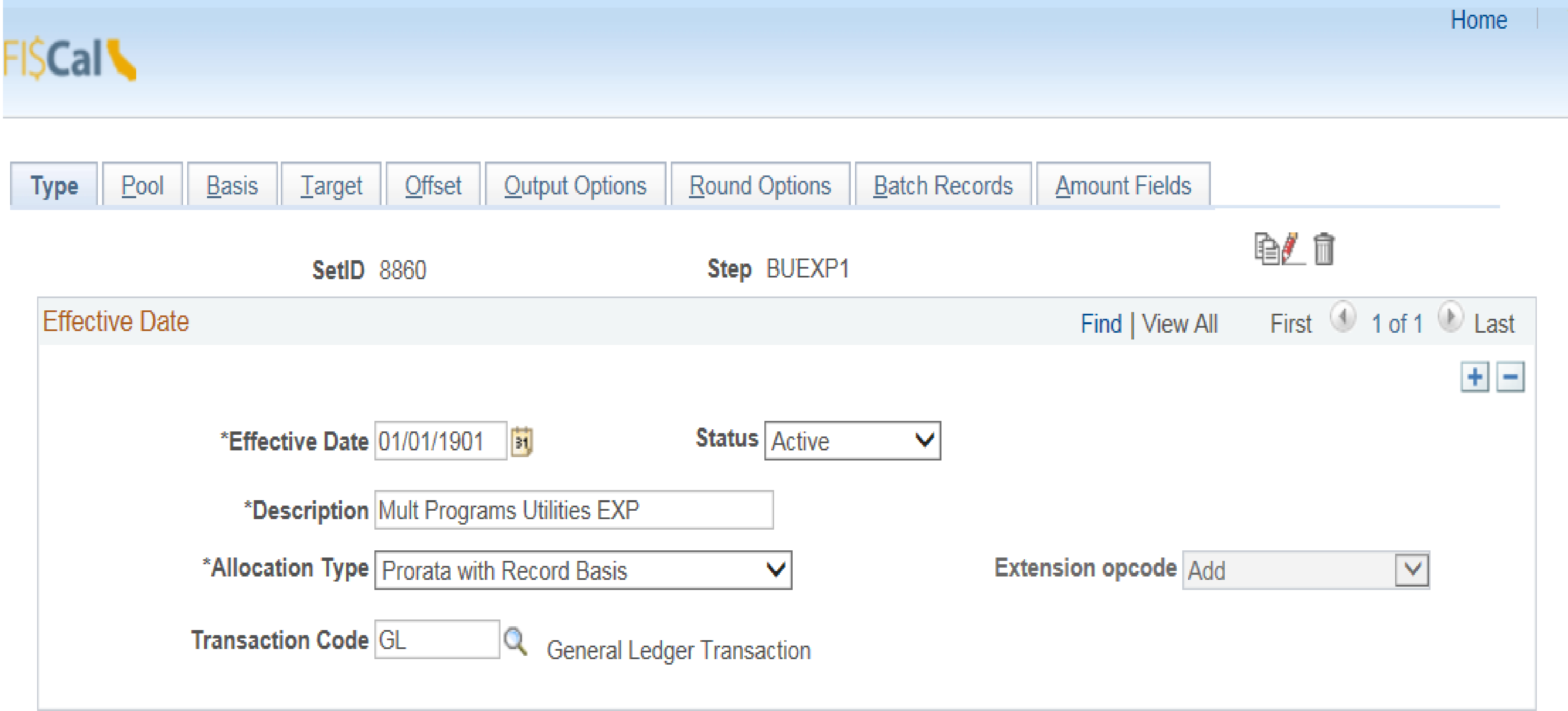
Activity/Task ID: BUSNXXXe
Name: Review and Submit Proposed Department Values for Allocations Configuration Items
Due Date: November 19, 20XX

Department:	
Task Name:	8860
Submitted by:	Monica Medina
Submitter Phone:	916-123-4567
Submitter Email:	
Date Submitted:	2/1/20XX

Allocation Title	BUEXP1 / BUENC1

Allocation Description	Multiple Programs Utilities

Main Menu> Allocations> Define and Perform Allocations> Define Allocation Step


Home
FI$Cal
Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Effective Date
Find | View All
First
1 of 1
Last

SetID 8860 **Step** BUEXP1

*Effective Date 01/01/1901

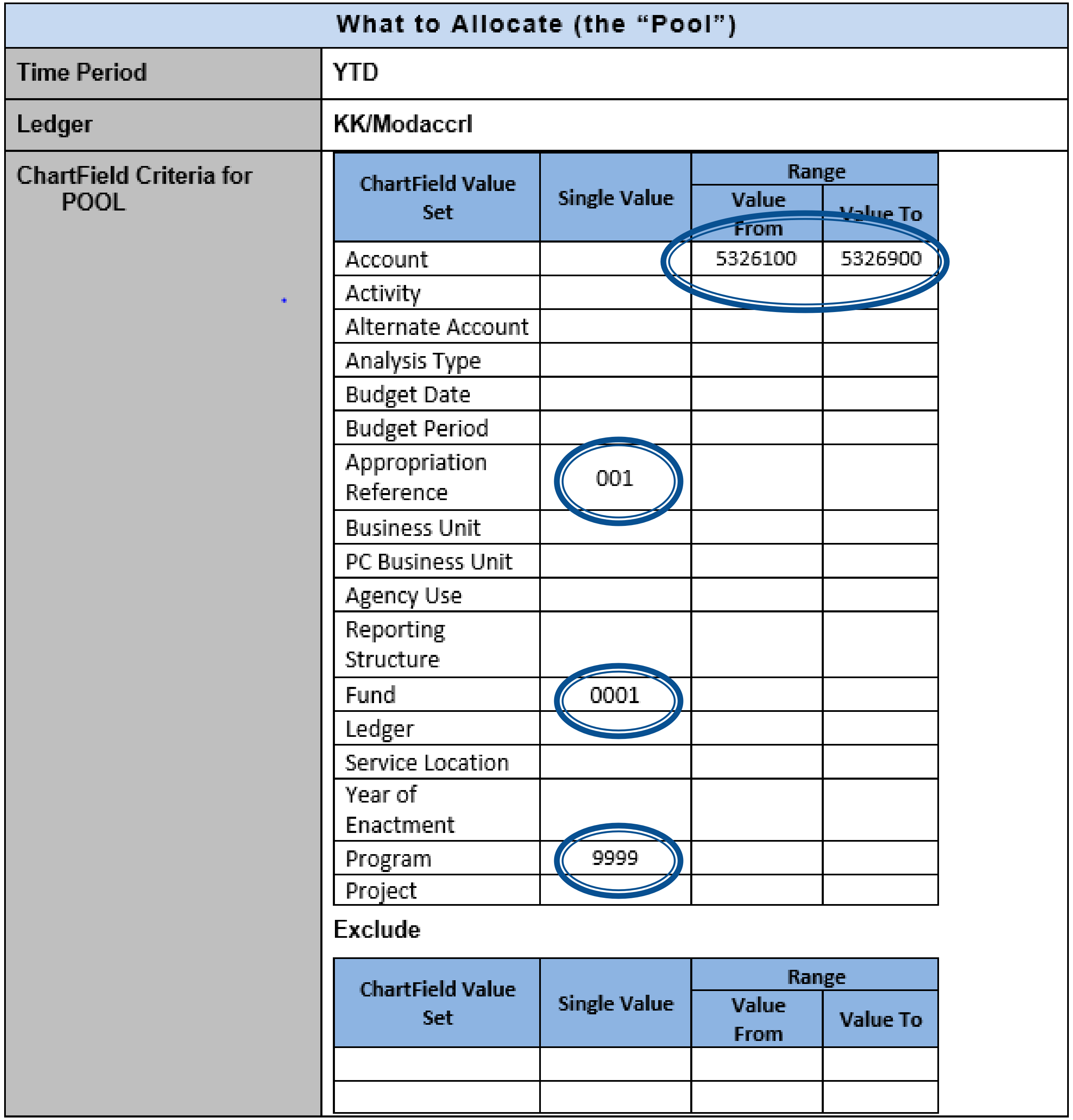
Status Active

*Description Mult Programs Utilities EXP

*Allocation Type Prorata with Record Basis

Extension opcode Add

Transaction Code GL General Ledger Transaction



What to Allocate (the "Pool")

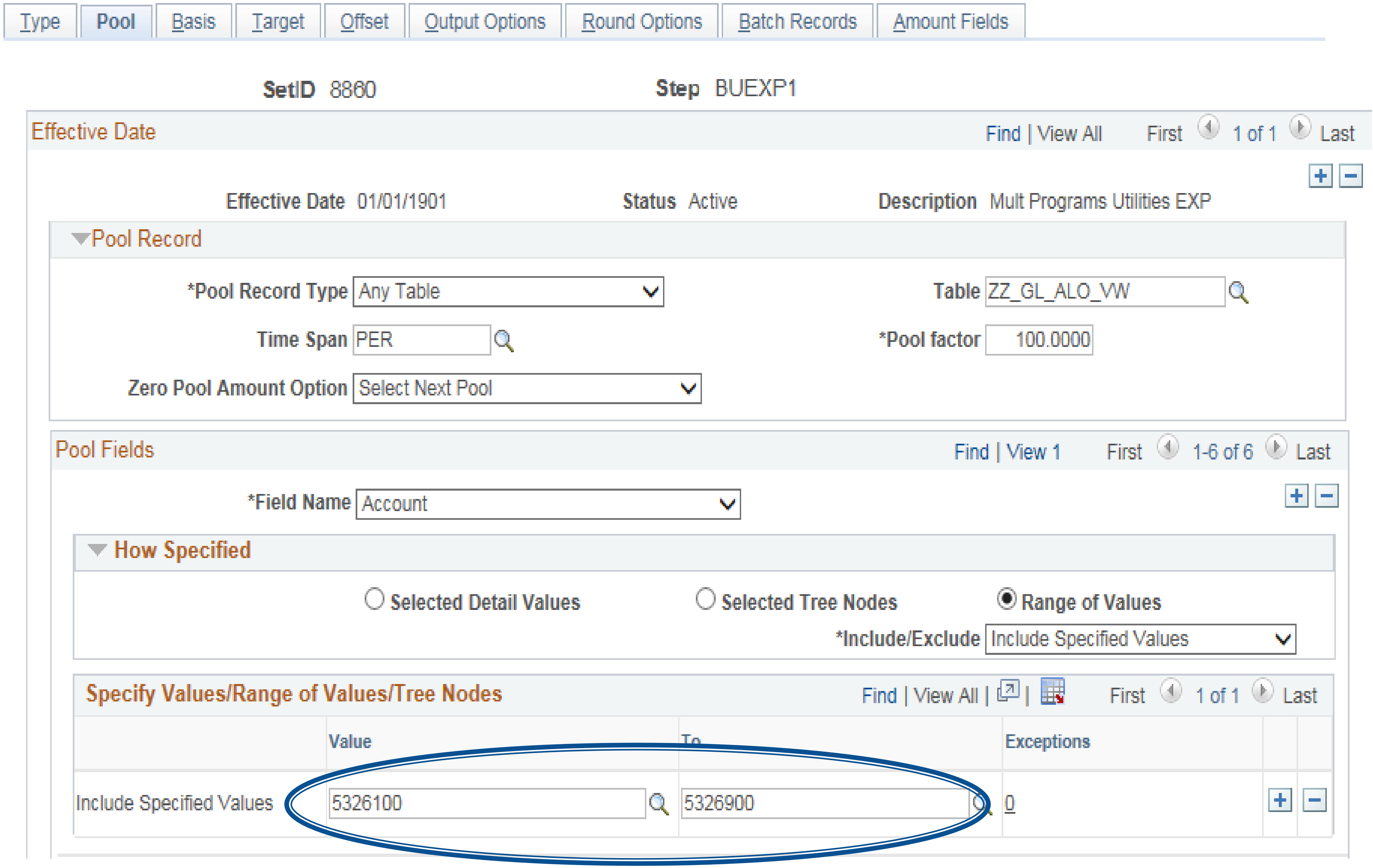
Time Period	YTD
Ledger	KK/Modaccrl

ChartField Criteria for POOL

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account		5326100	5326900
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference	001		
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure			
Fund	0001		
Ledger			
Service Location			
Year of Enactment			
Program	9999		
Project			

Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 1
Last
Find | View 1
First
1-6 of 6
Last
Find | View All |
First
1 of 1
Last

SetID 8860 **Step** BUEXP1

Effective Date

Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Pool Record

***Pool Record Type** Any Table

Table ZZ_GL_ALO_VW

Time Span PER

***Pool factor** 100.0000

Zero Pool Amount Option Select Next Pool

Pool Fields

***Field Name** Account

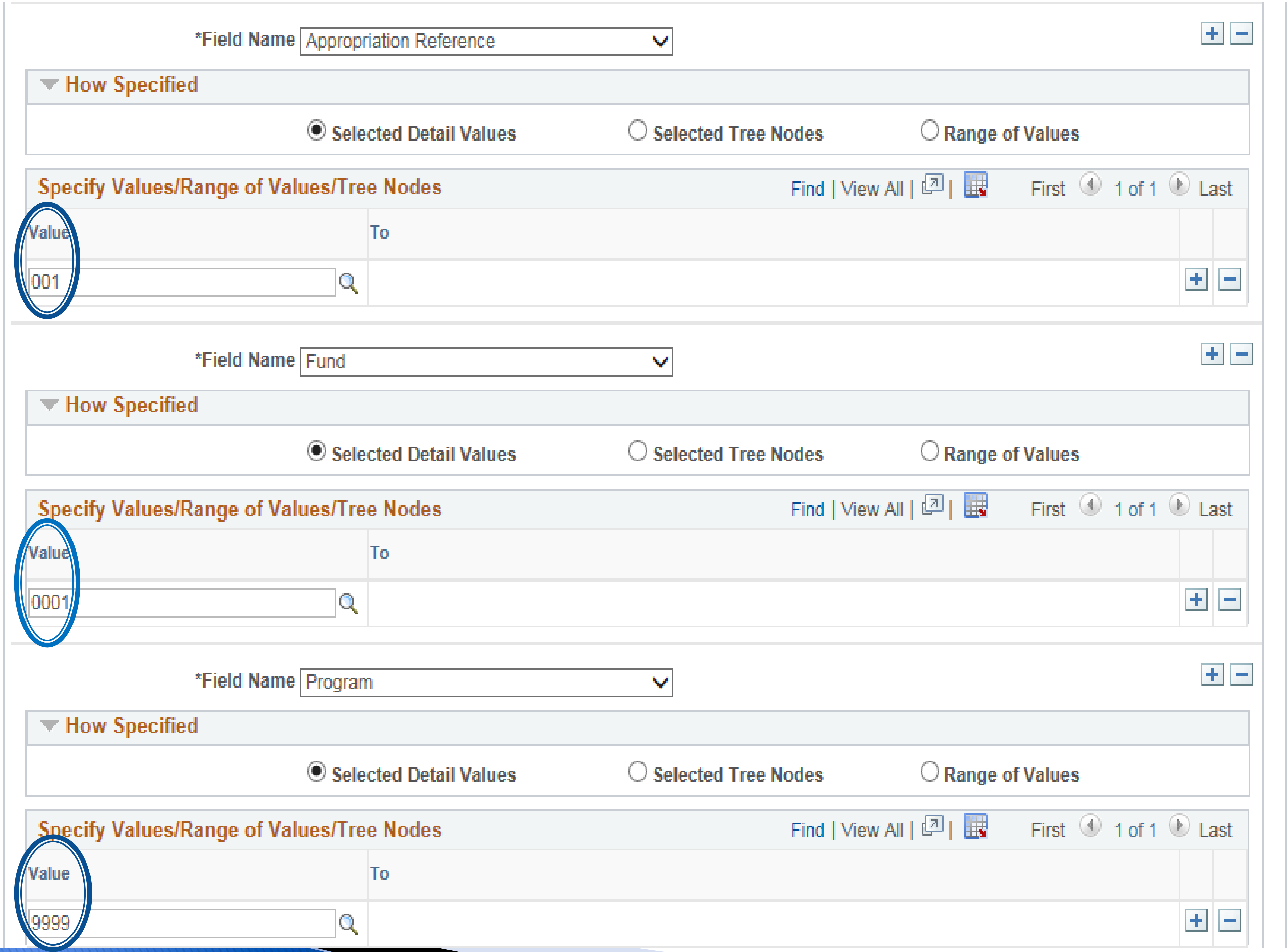
How Specified

○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

***Include/Exclude** Include Specified Values

Specify Values/Range of Values/Tree Nodes

	Value	To	Exceptions
Include Specified Values	5326100	5326900	0



*Field Name Appropriation Reference

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
001	

*Field Name Fund

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
0001	

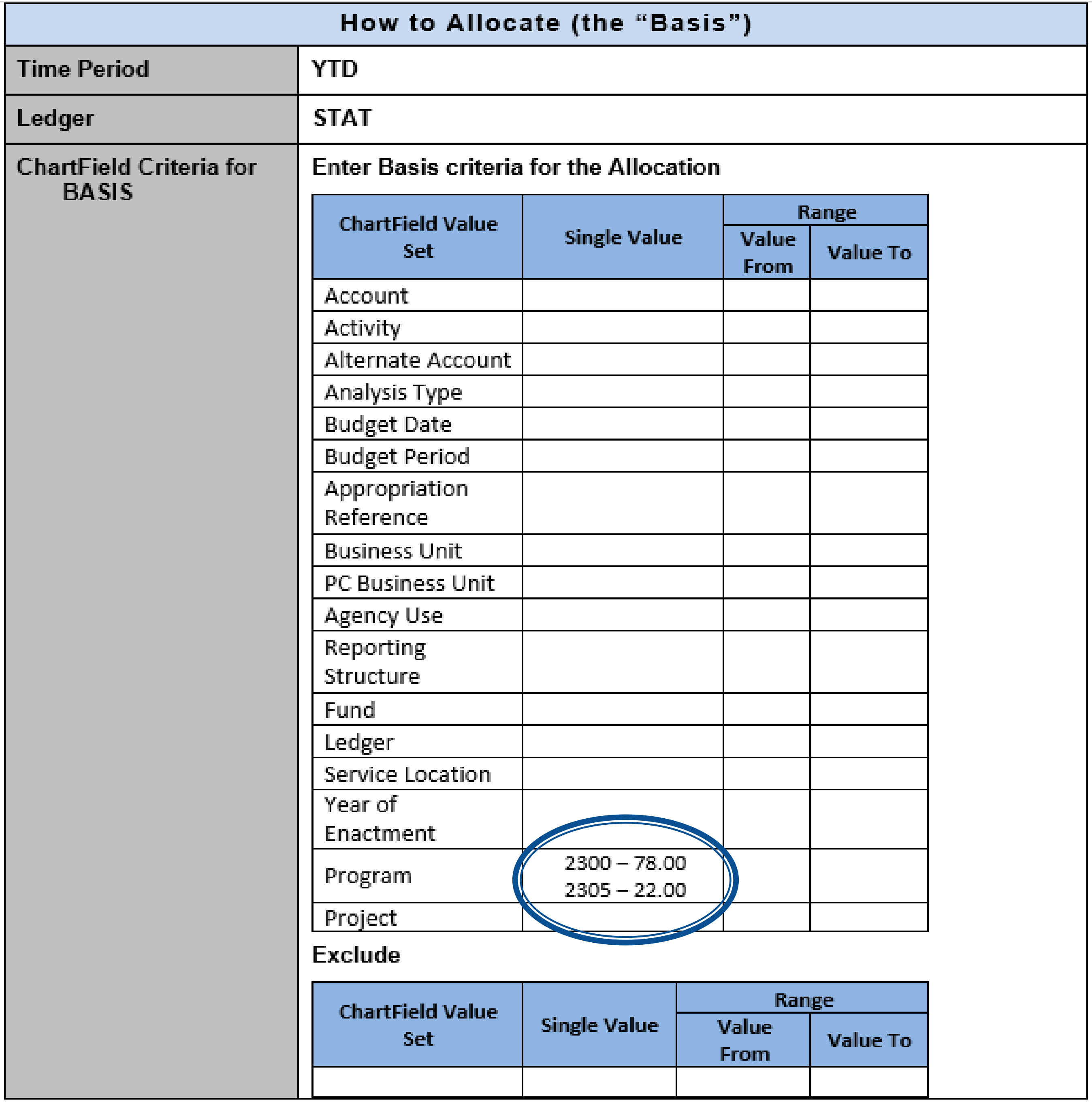
*Field Name Program

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
9999	

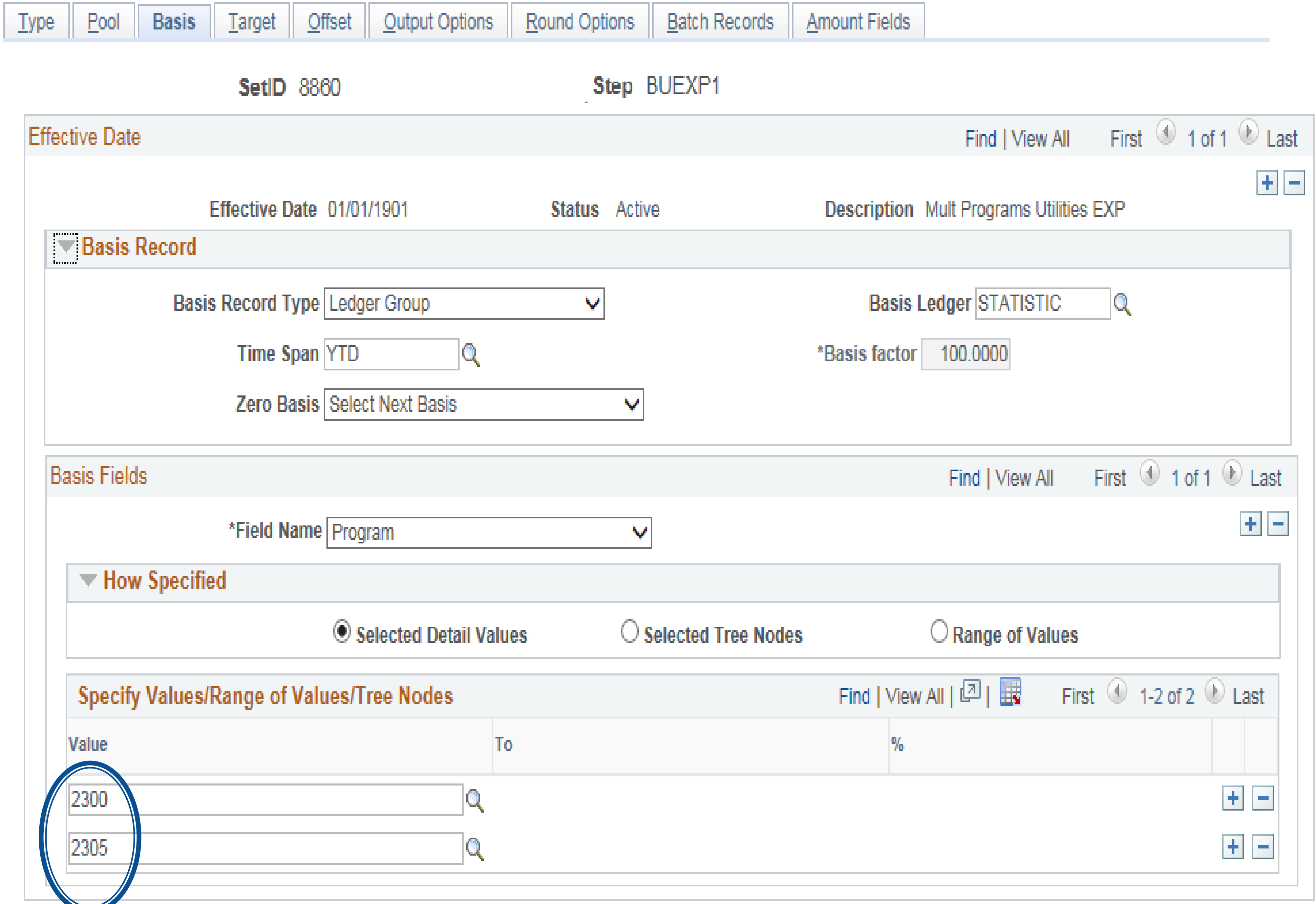


How to Allocate (the "Basis")	
Time Period	YTD
Ledger	STAT
ChartField Criteria for BASIS	Enter Basis criteria for the Allocation

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account			
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference			
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure			
Fund			
Ledger			
Service Location			
Year of Enactment			
Program	2300 – 78.00 2305 – 22.00		
Project			

Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP1

Effective Date

Find | View All First 1 of 1 Last

Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Basis Record

Basis Record Type Ledger Group

Basis Ledger STATISTIC

Time Span YTD

***Basis factor** 100.0000

Zero Basis Select Next Basis

Basis Fields

Find | View All First 1 of 1 Last

***Field Name** Program

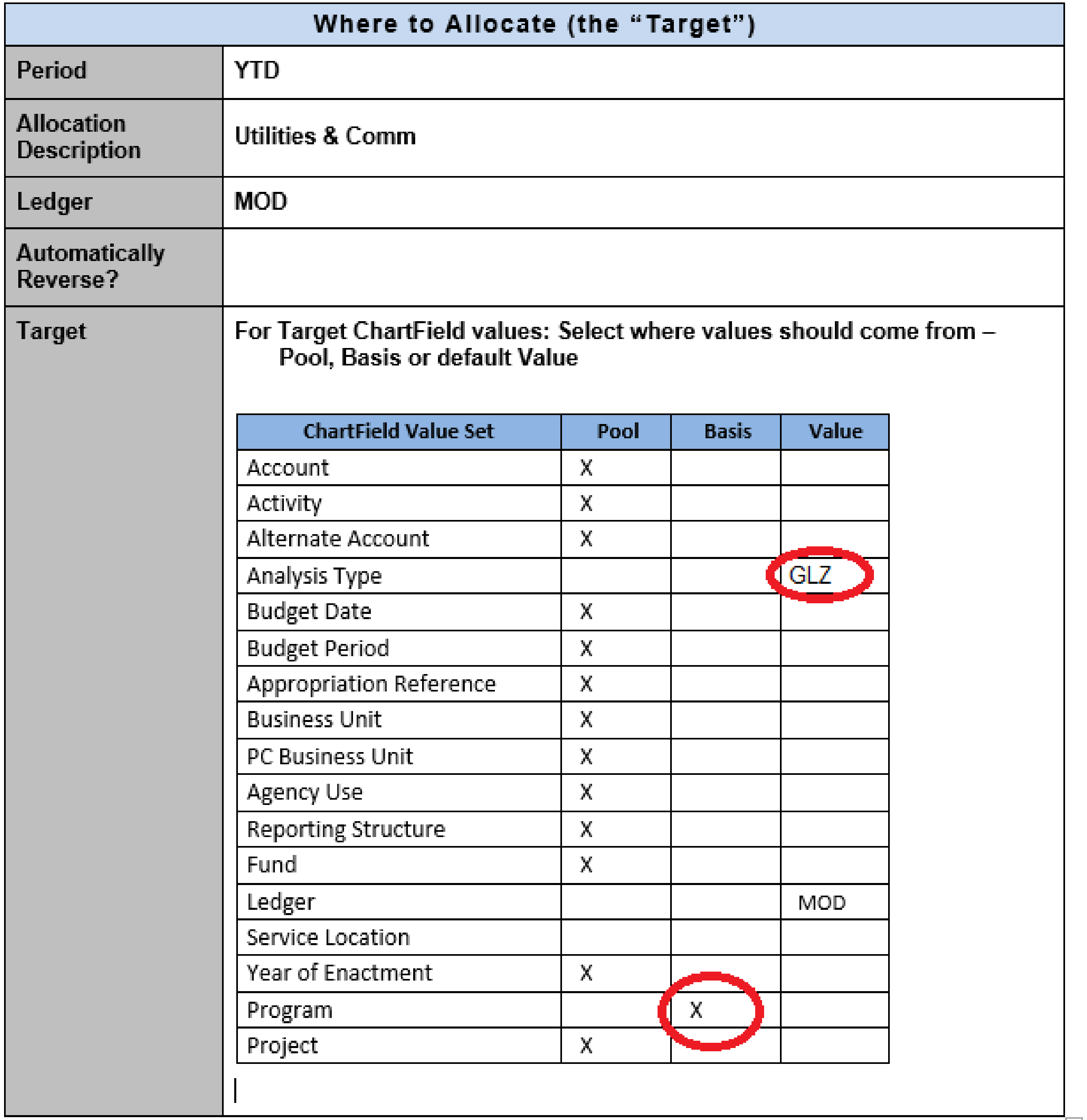
How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Find | View All | First 1-2 of 2 Last

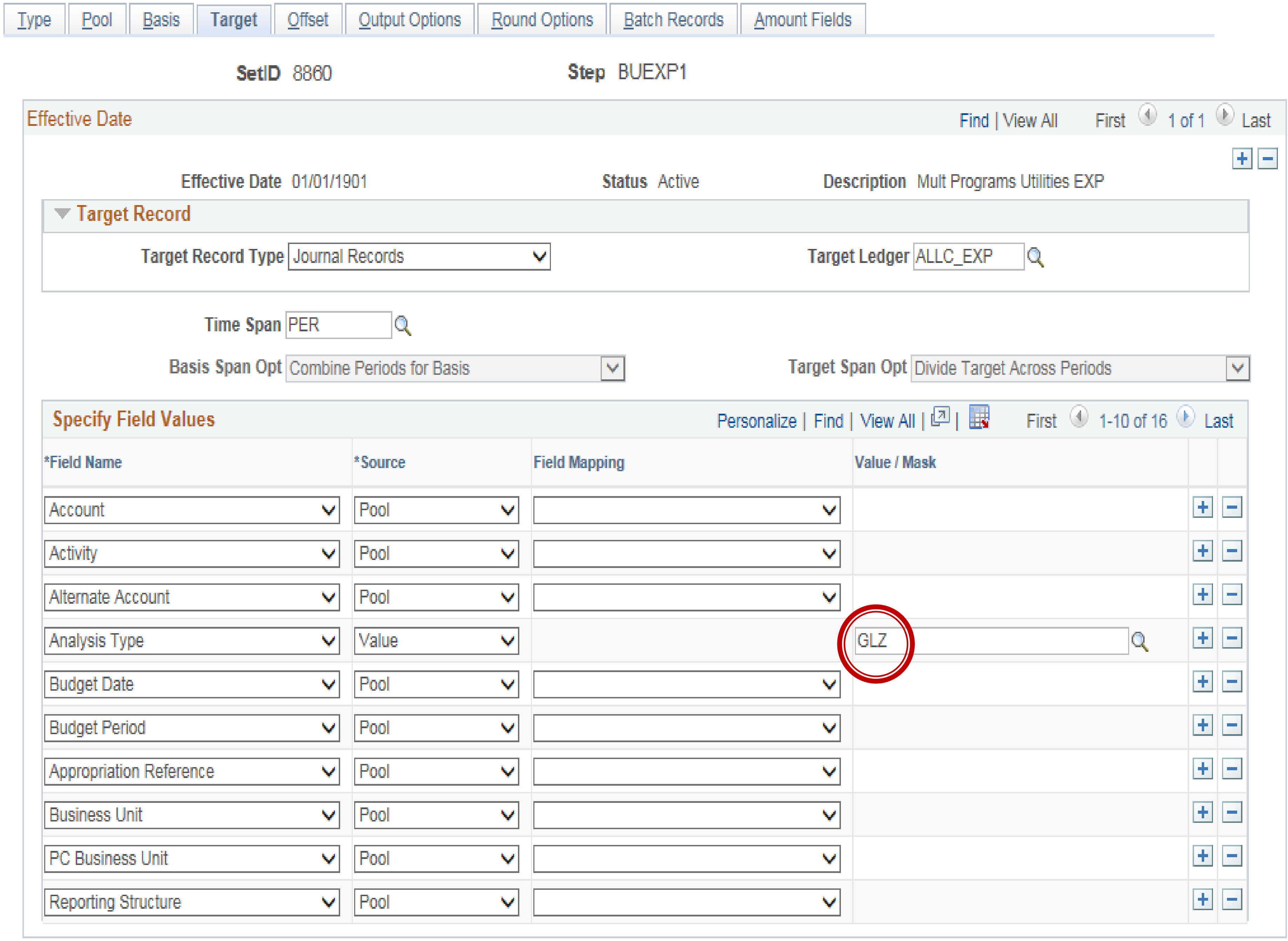
Value	To	%
2300		
2305		



Where to Allocate (the "Target")

Period	YTD
Allocation Description	Utilities & Comm
Ledger	MOD
Automatically Reverse?	
Target	For Target ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account	X		
Activity	X		
Alternate Account	X		
Analysis Type			GLZ
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MOD
Service Location			
Year of Enactment	X		
Program		X	
Project	X		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 1
Last
Personalize | Find | View All
First
1-10 of 16
Last

SetID 8860 **Step** BUEXP1

Effective Date

Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Target Record

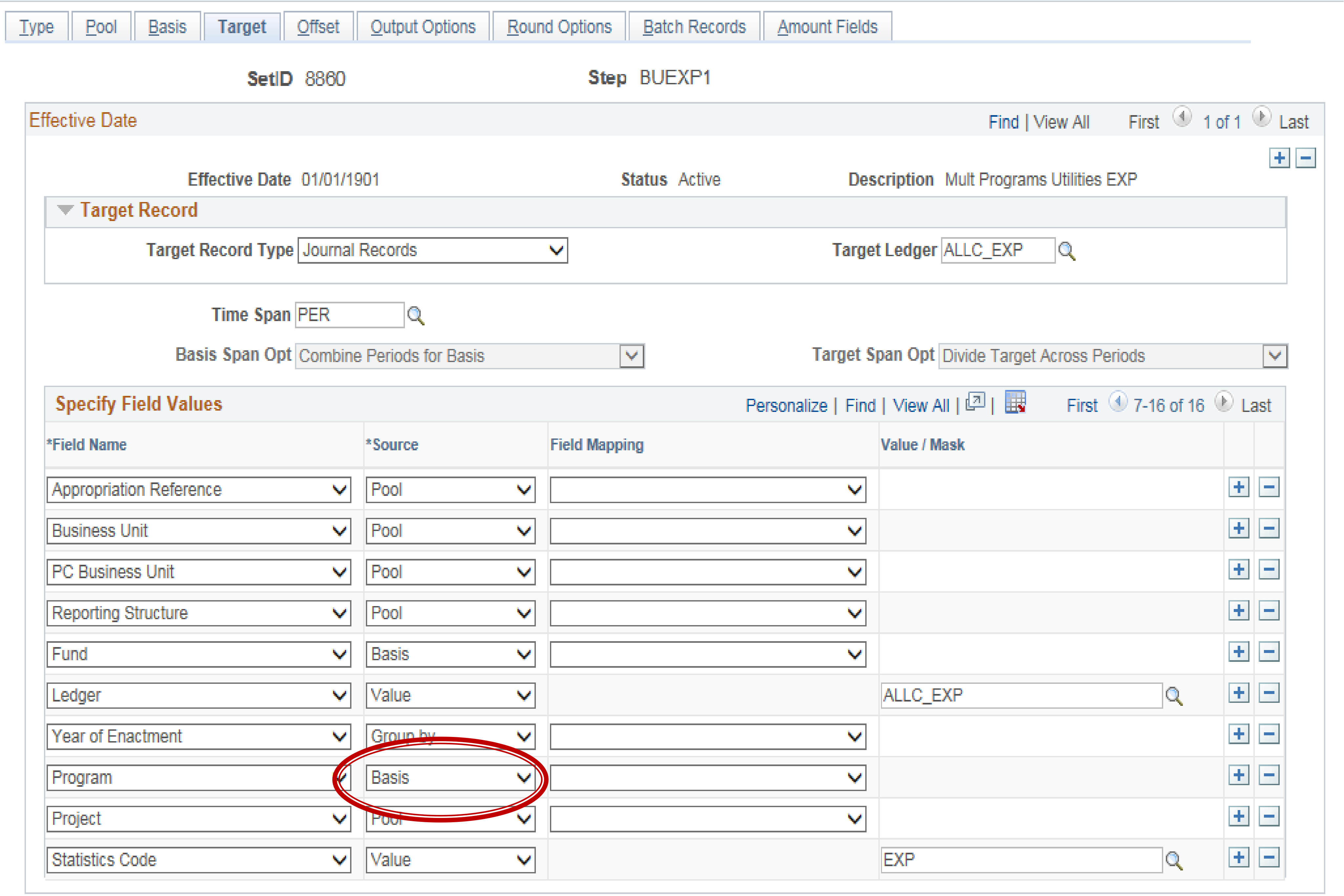
Target Record Type Journal Records **Target Ledger** ALLC_EXP

Time Span PER

Basis Span Opt Combine Periods for Basis **Target Span Opt** Divide Target Across Periods

Specify Field Values

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Alternate Account	Pool		
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Reporting Structure	Pool		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 1
Last
Personalize | Find | View All |
First
7-16 of 16
Last

SetID 8860 **Step** BUEXP1

Effective Date

Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Target Record

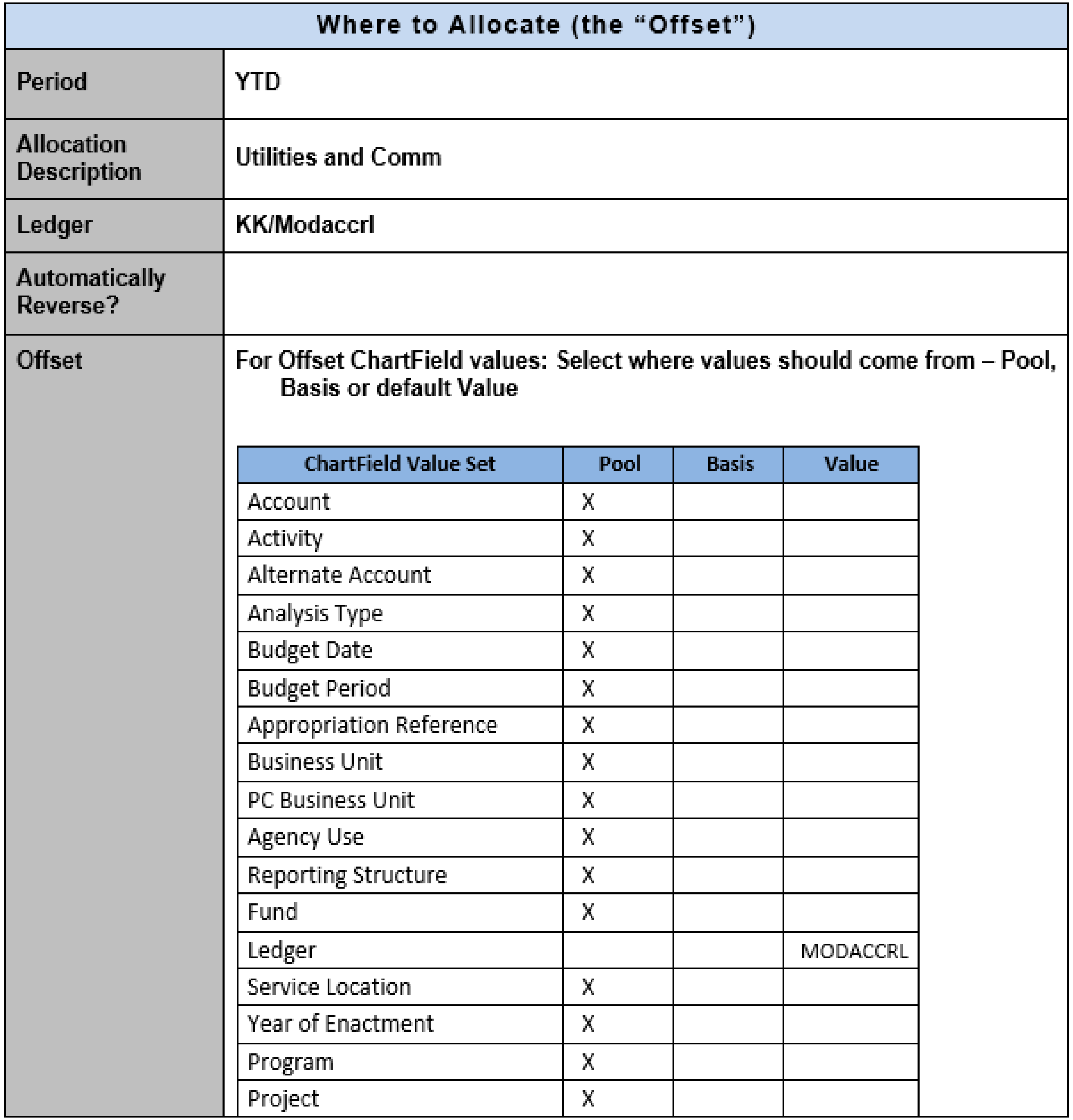
Target Record Type Journal Records **Target Ledger** ALLC_EXP

Time Span PER

Basis Span Opt Combine Periods for Basis **Target Span Opt** Divide Target Across Periods

Specify Field Values

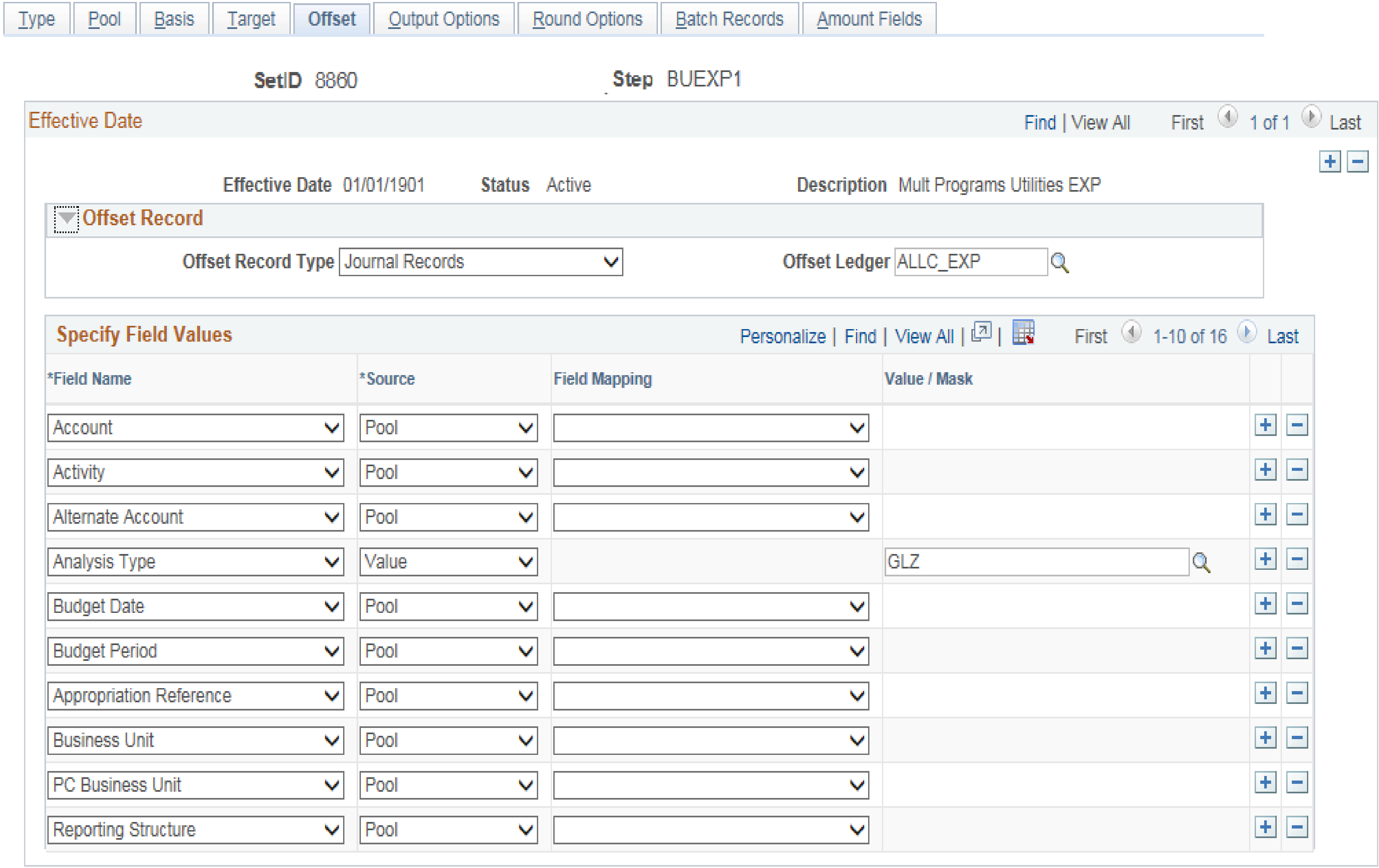
*Field Name	*Source	Field Mapping	Value / Mask
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Reporting Structure	Pool		
Fund	Basis		
Ledger	Value		ALLC_EXP
Year of Enactment	Group by		
Program	Basis		
Project	Pool		
Statistics Code	Value		EXP



Where to Allocate (the “Offset”)

Period	YTD
Allocation Description	Utilities and Comm
Ledger	KK/Modaccrl
Automatically Reverse?	
Offset	For Offset ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account	X		
Activity	X		
Alternate Account	X		
Analysis Type	X		
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MODACCRL
Service Location	X		
Year of Enactment	X		
Program	X		
Project	X		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 1
Last
Personalize | Find | View All
First
1-10 of 16
Last

SetID 8860 **Step** BUEXP1

Effective Date

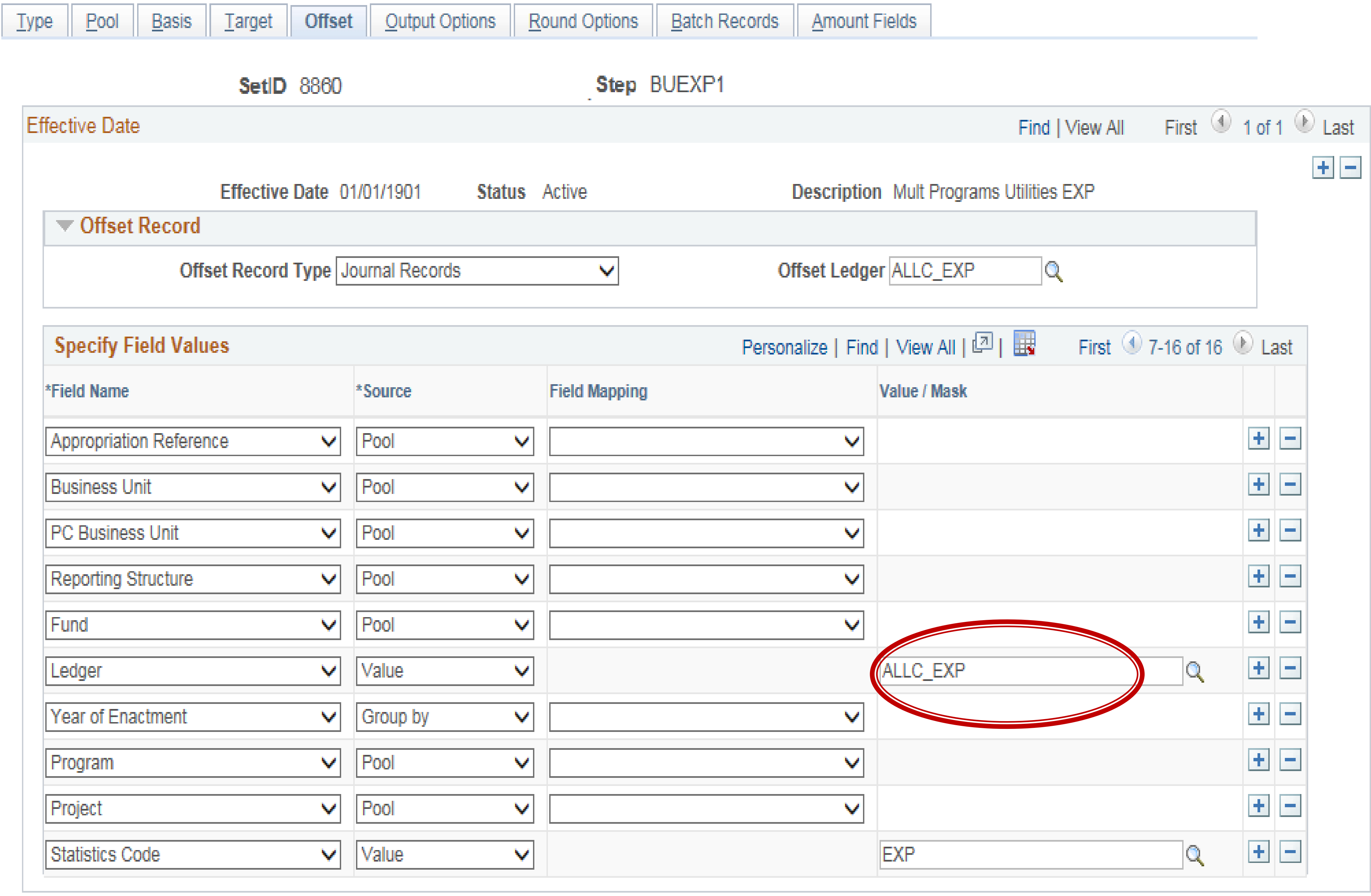
Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Offset Record

Offset Record Type Journal Records **Offset Ledger** ALLC_EXP

Specify Field Values

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Alternate Account	Pool		
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Reporting Structure	Pool		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 1
Last
Personalize | Find | View All
First
7-16 of 16
Last

SetID 8860 **Step** BUEXP1

Effective Date

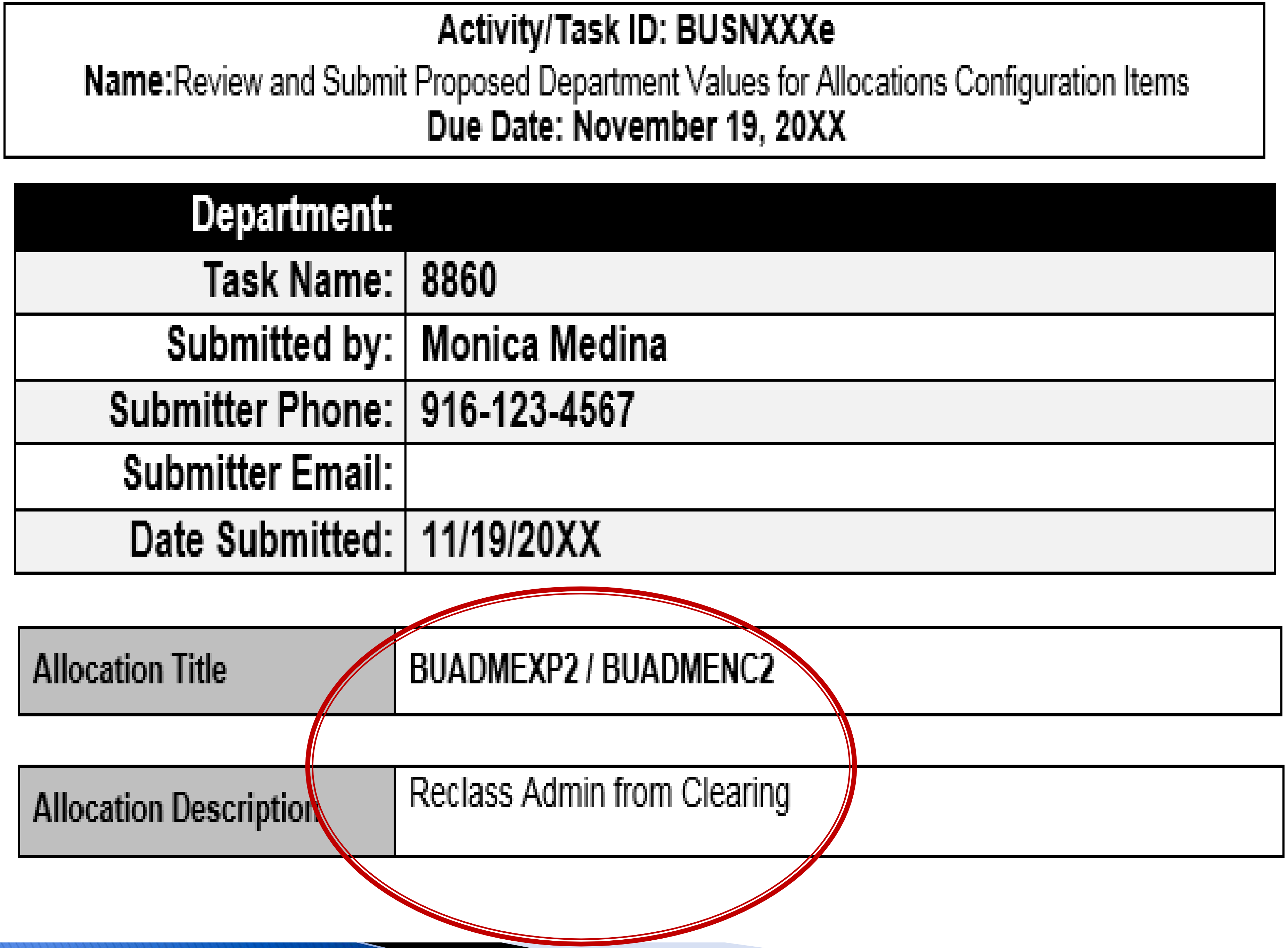
Effective Date 01/01/1901 **Status** Active **Description** Mult Programs Utilities EXP

Offset Record

Offset Record Type Journal Records **Offset Ledger** ALLC_EXP

Specify Field Values

*Field Name	*Source	Field Mapping	Value / Mask
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Reporting Structure	Pool		
Fund	Pool		
Ledger	Value		ALLC_EXP
Year of Enactment	Group by		
Program	Pool		
Project	Pool		
Statistics Code	Value		EXP

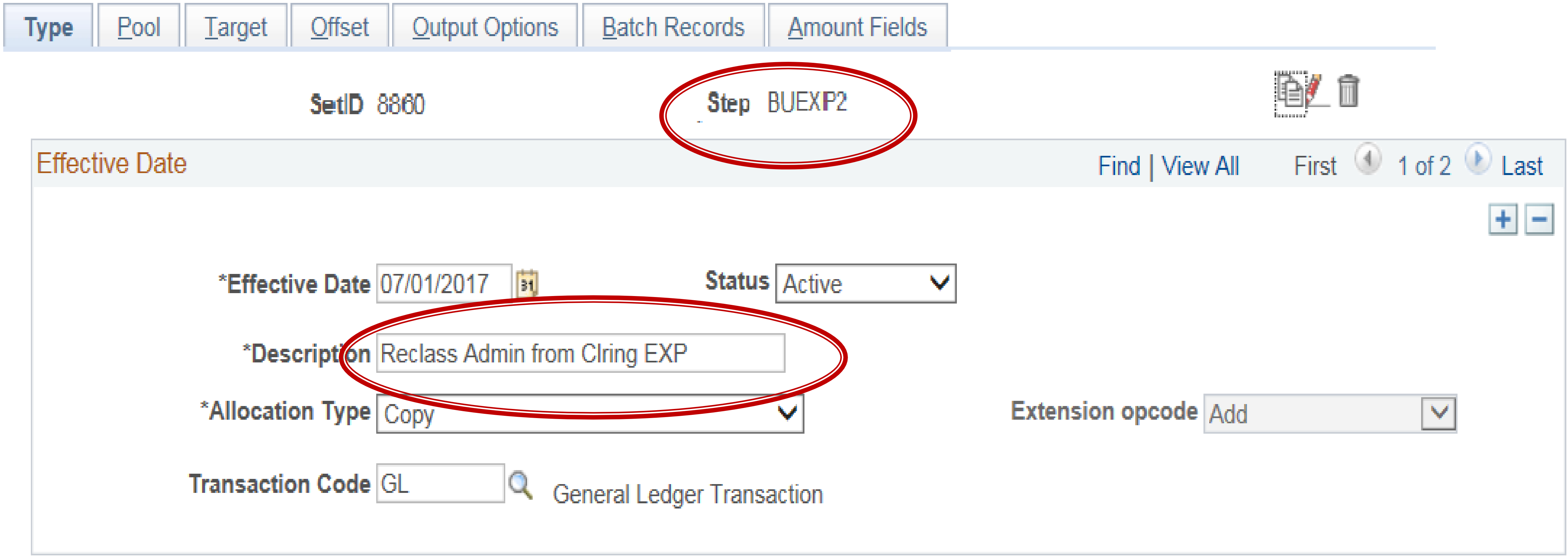


Activity/Task ID: BUSNXXXe
Name: Review and Submit Proposed Department Values for Allocations Configuration Items
Due Date: November 19, 20XX

Department:	
Task Name:	8860
Submitted by:	Monica Medina
Submitter Phone:	916-123-4567
Submitter Email:	
Date Submitted:	11/19/20XX

Allocation Title	BUADMEXP2 / BUADMENC2

Allocation Description	Reclass Admin from Clearing


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields
Effective Date
Find | View All
First
1 of 2
Last

SetID 8860

Step BUEXP2

*Effective Date 07/01/2017

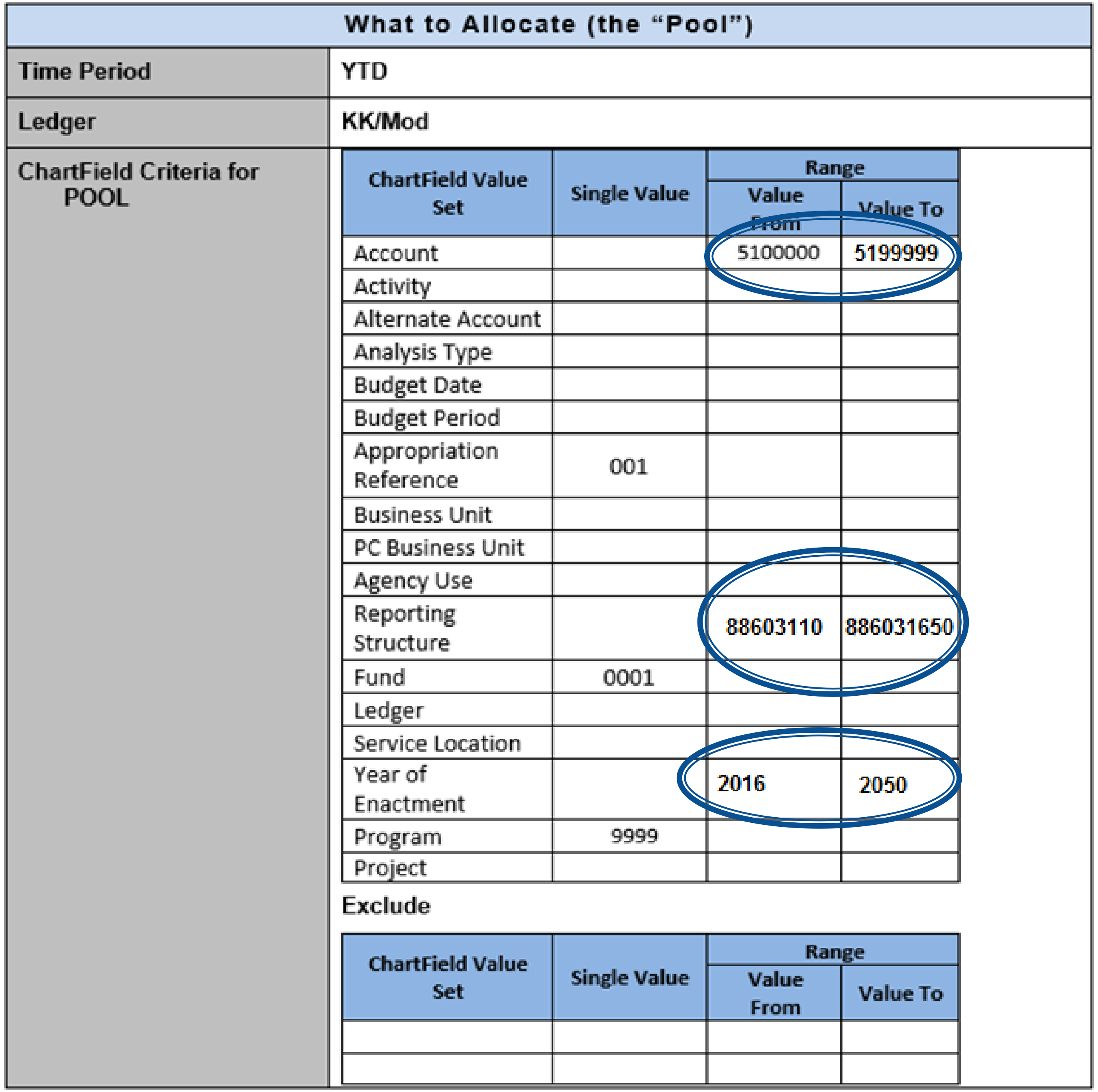
Status Active

*Description Reclass Admin from Clring EXP

*Allocation Type Copy

Extension opcode Add

Transaction Code GL General Ledger Transaction



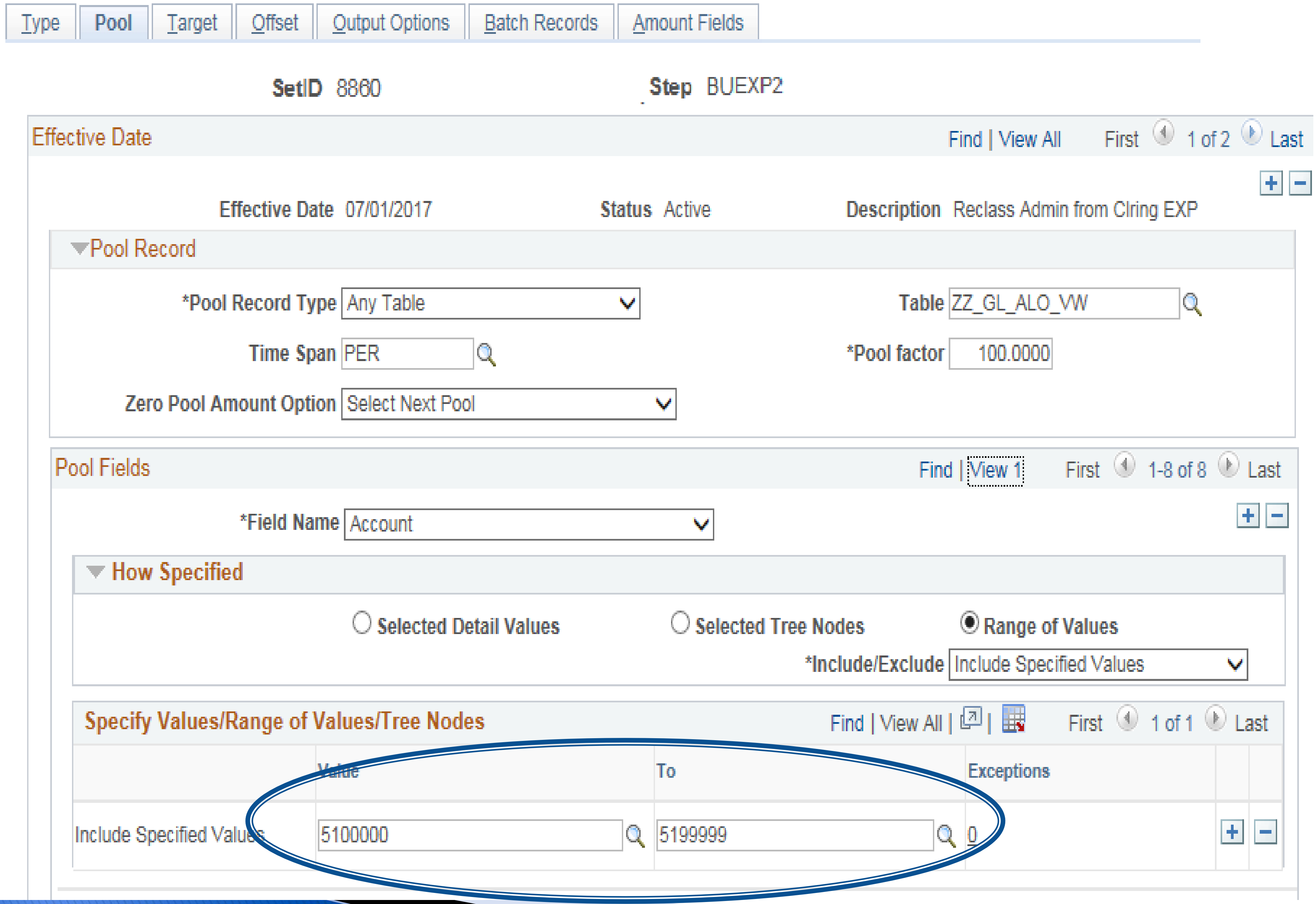
What to Allocate (the "Pool")

Time Period	YTD
Ledger	KK/Mod
ChartField Criteria for POOL	

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account		5100000	5199999
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference	001		
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure		88603110	886031650
Fund	0001		
Ledger			
Service Location			
Year of Enactment		2016	2050
Program	9999		
Project			

Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP2

Effective Date

Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Reclass Admin from Clring EXP

Pool Record

***Pool Record Type** Any Table

Table ZZ_GL_ALO_VW

Time Span PER

***Pool factor** 100.0000

Zero Pool Amount Option Select Next Pool

Pool Fields

Find | View 1 First 1-8 of 8 Last

***Field Name** Account

How Specified

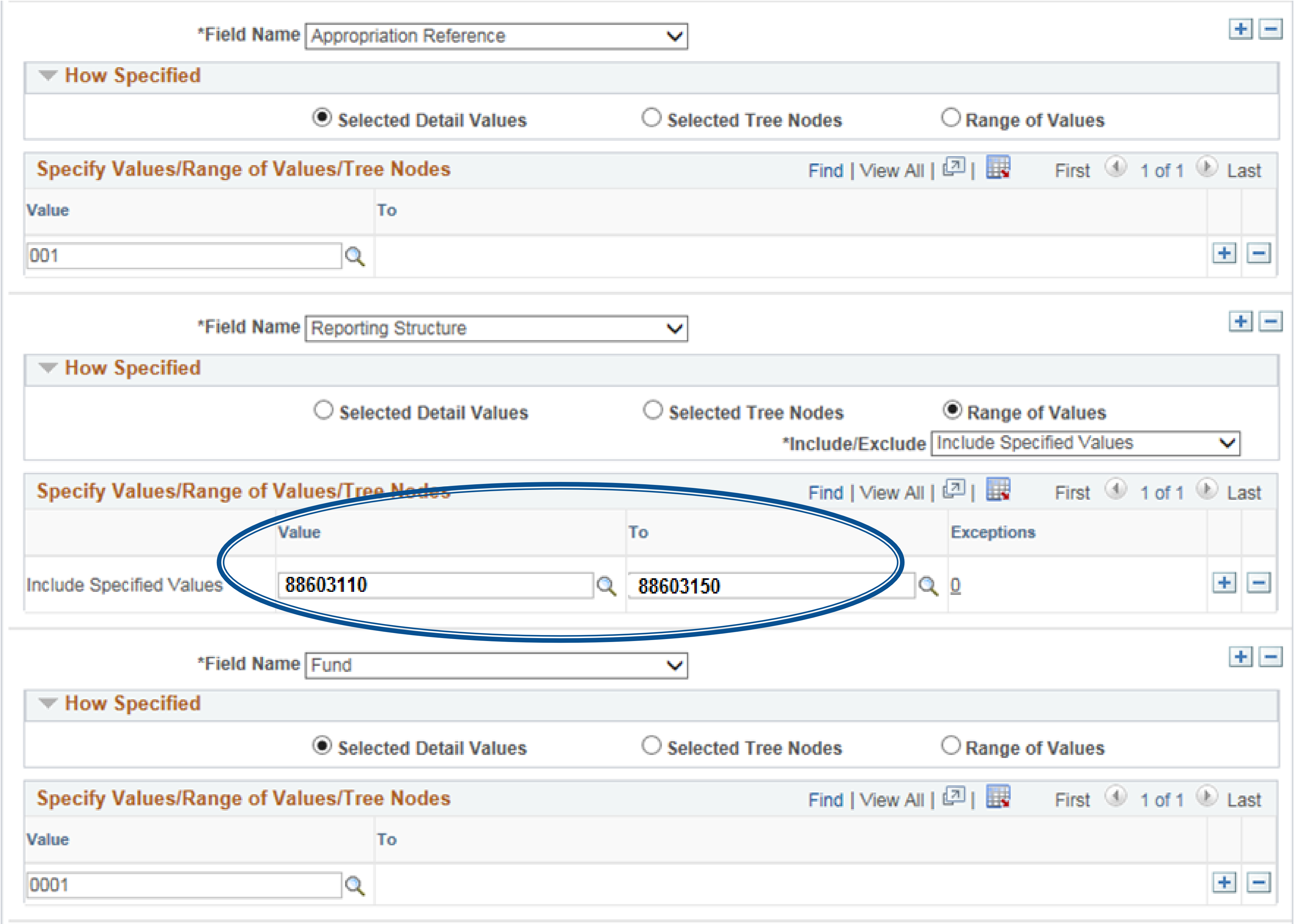
○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

***Include/Exclude** Include Specified Values

Specify Values/Range of Values/Tree Nodes

Find | View All | First 1 of 1 Last

	Value	To	Exceptions
Include Specified Values	5100000	5199999	0



*Field Name Appropriation Reference

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
001	

*Field Name Reporting Structure

How Specified

○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

*Include/Exclude Include Specified Values

Specify Values/Range of Values/Tree Nodes

	Value	To	Exceptions
Include Specified Values	88603110	88603150	0

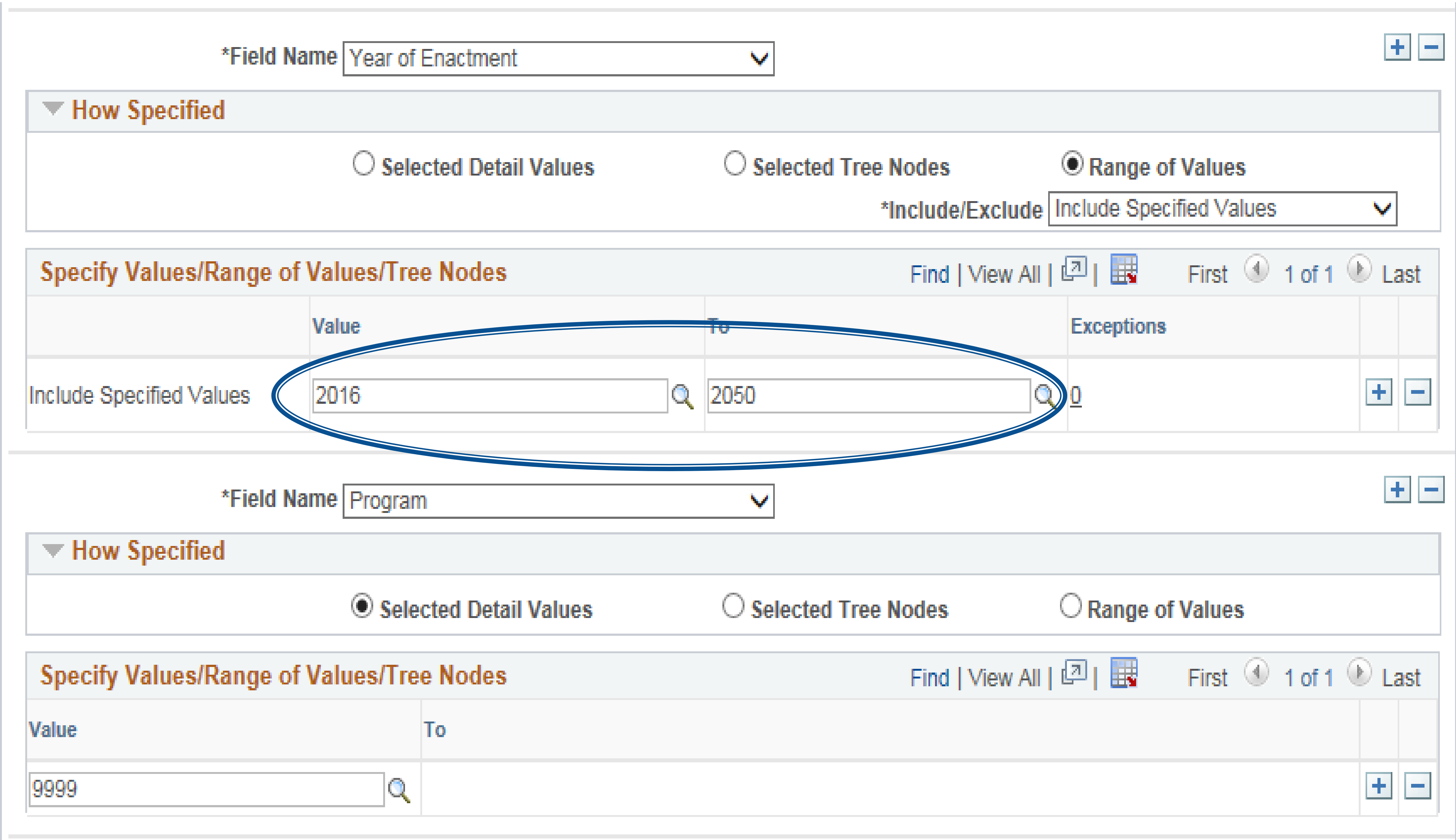
*Field Name Fund

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
0001	



***Field Name** Year of Enactment

How Specified

○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

***Include/Exclude** Include Specified Values

Specify Values/Range of Values/Tree Nodes

	Value	To	Exceptions
Include Specified Values	2016	2050	0

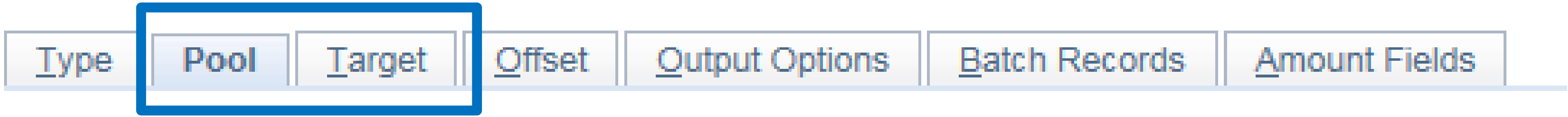
***Field Name** Program

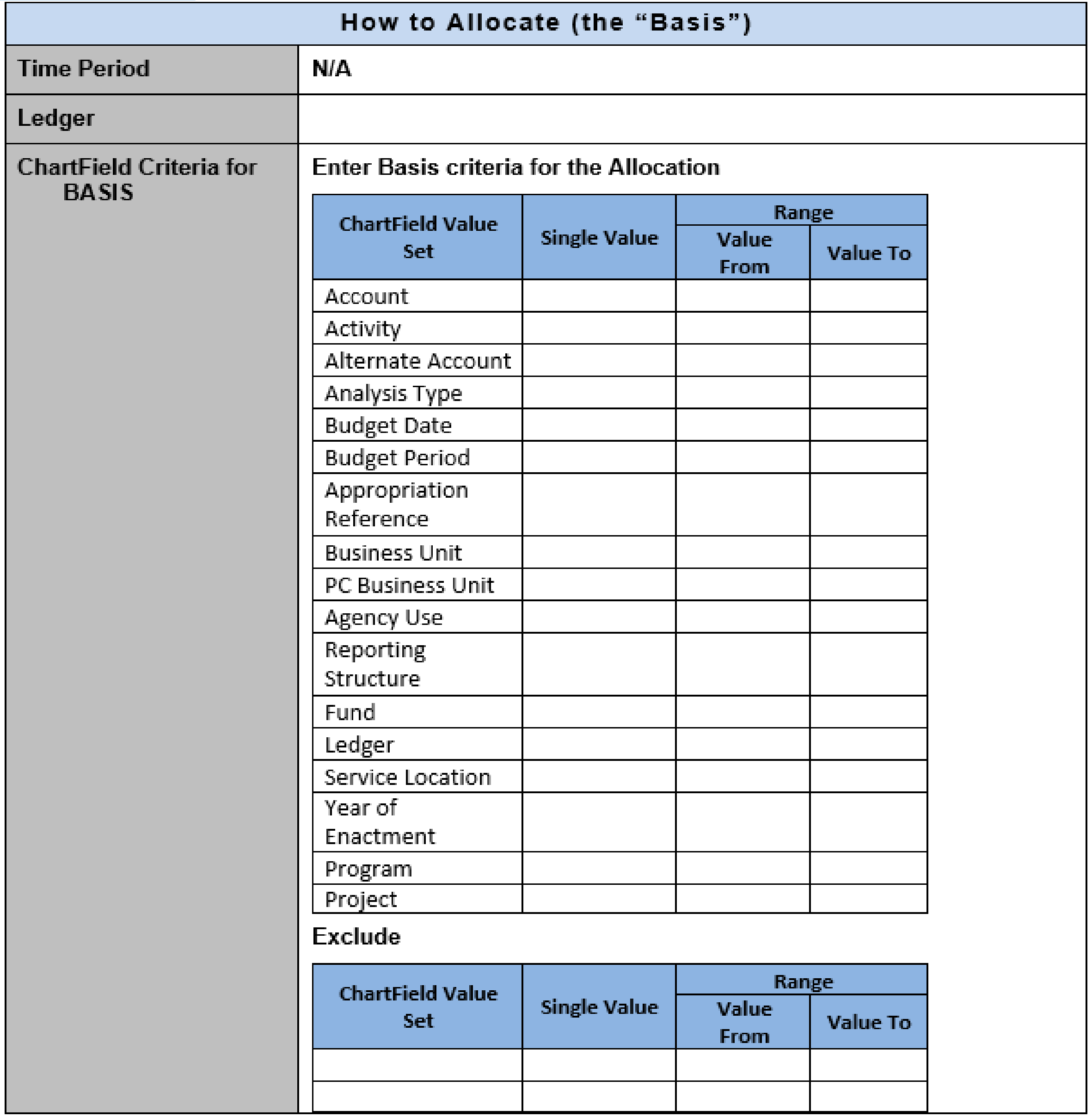
How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
9999	


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields

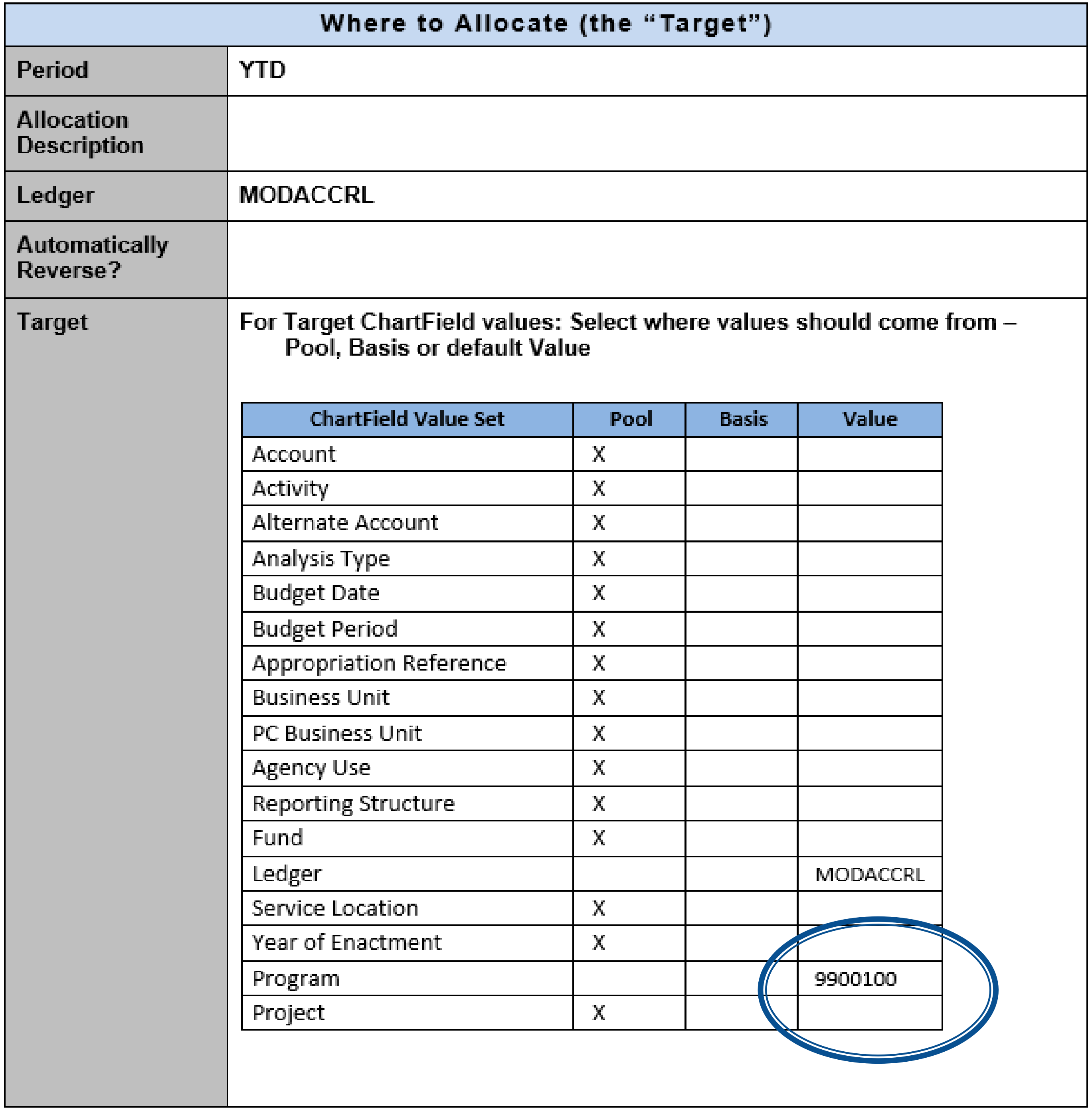


How to Allocate (the "Basis")	
Time Period	**N/A**
Ledger	
ChartField Criteria for BASIS	**Enter Basis criteria for the Allocation**

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account			
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference			
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure			
Fund			
Ledger			
Service Location			
Year of Enactment			
Program			
Project			

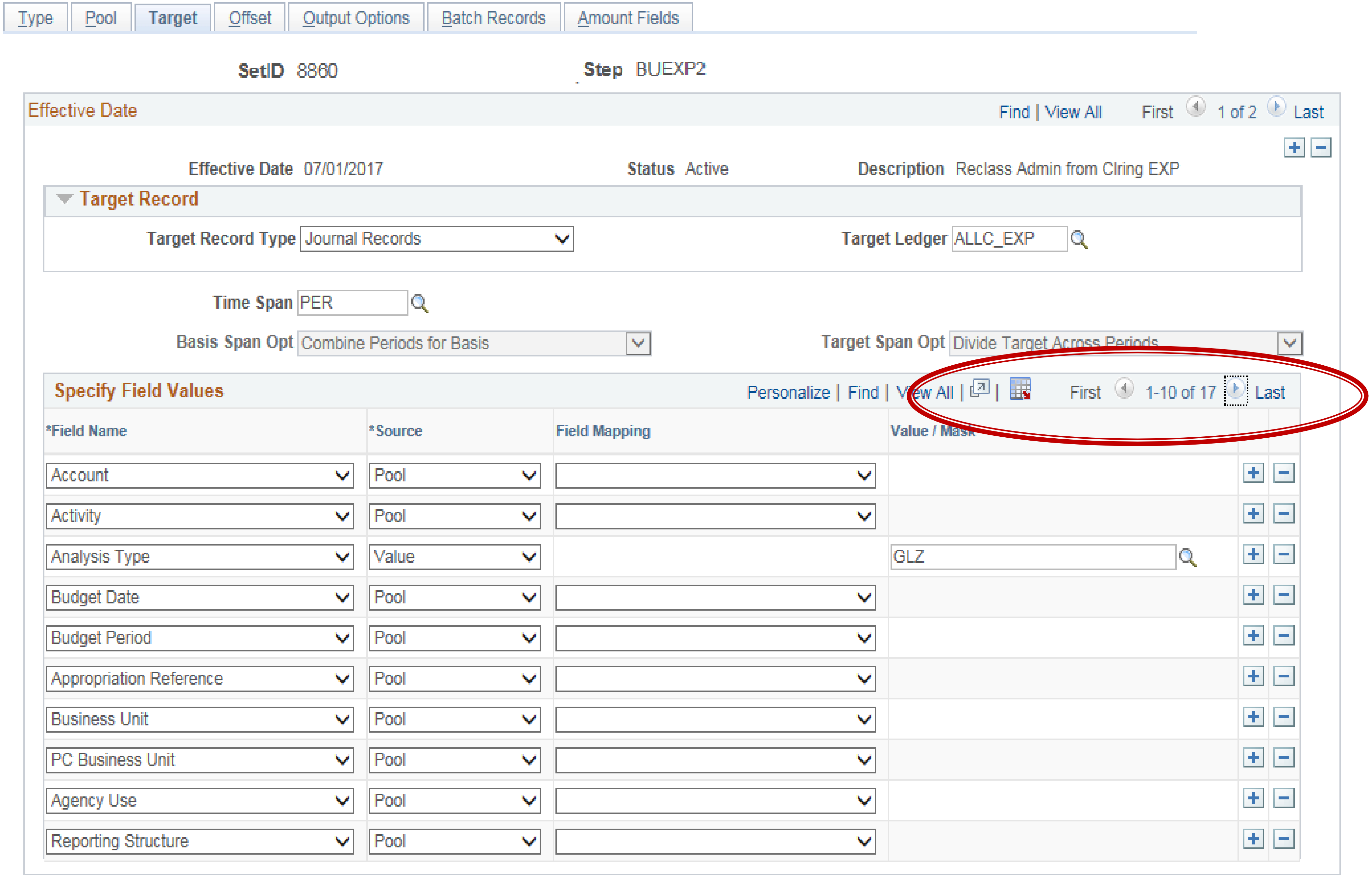
Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To



Where to Allocate (the "Target")	
Period	YTD
Allocation Description	
Ledger	MODACCRL
Automatically Reverse?	
Target	For Target ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account	X		
Activity	X		
Alternate Account	X		
Analysis Type	X		
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MODACCRL
Service Location	X		
Year of Enactment	X		
Program			9900100
Project	X		


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP2

Effective Date

Find | View All
First
1 of 2
Last

Effective Date 07/01/2017 **Status** Active **Description** Reclass Admin from Clring EXP

Target Record

Target Record Type Journal Records **Target Ledger** ALLC_EXP

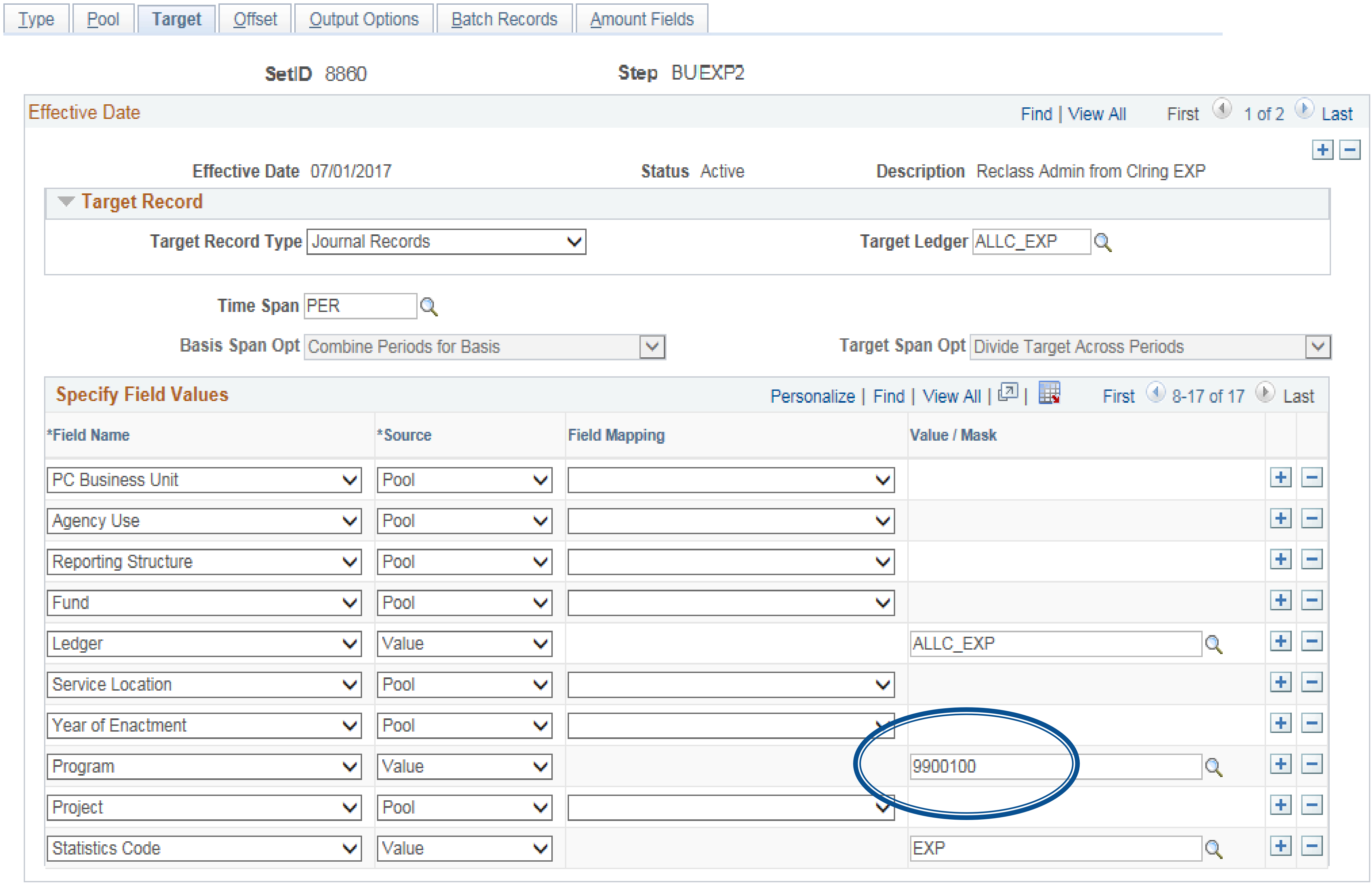
Time Span PER

Basis Span Opt Combine Periods for Basis **Target Span Opt** Divide Target Across Periods

Specify Field Values

Personalize | Find | View All |
First
1-10 of 17
Last

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Pool		


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields
Find | View All
First
1 of 2
Last
Personalize | Find | View All |
First
8-17 of 17
Last

SetID 8860

Step BUEXP2

Effective Date

Effective Date 07/01/2017

Status Active

Description Reclass Admin from Clring EXP

Target Record

Target Record Type Journal Records

Target Ledger ALLC_EXP

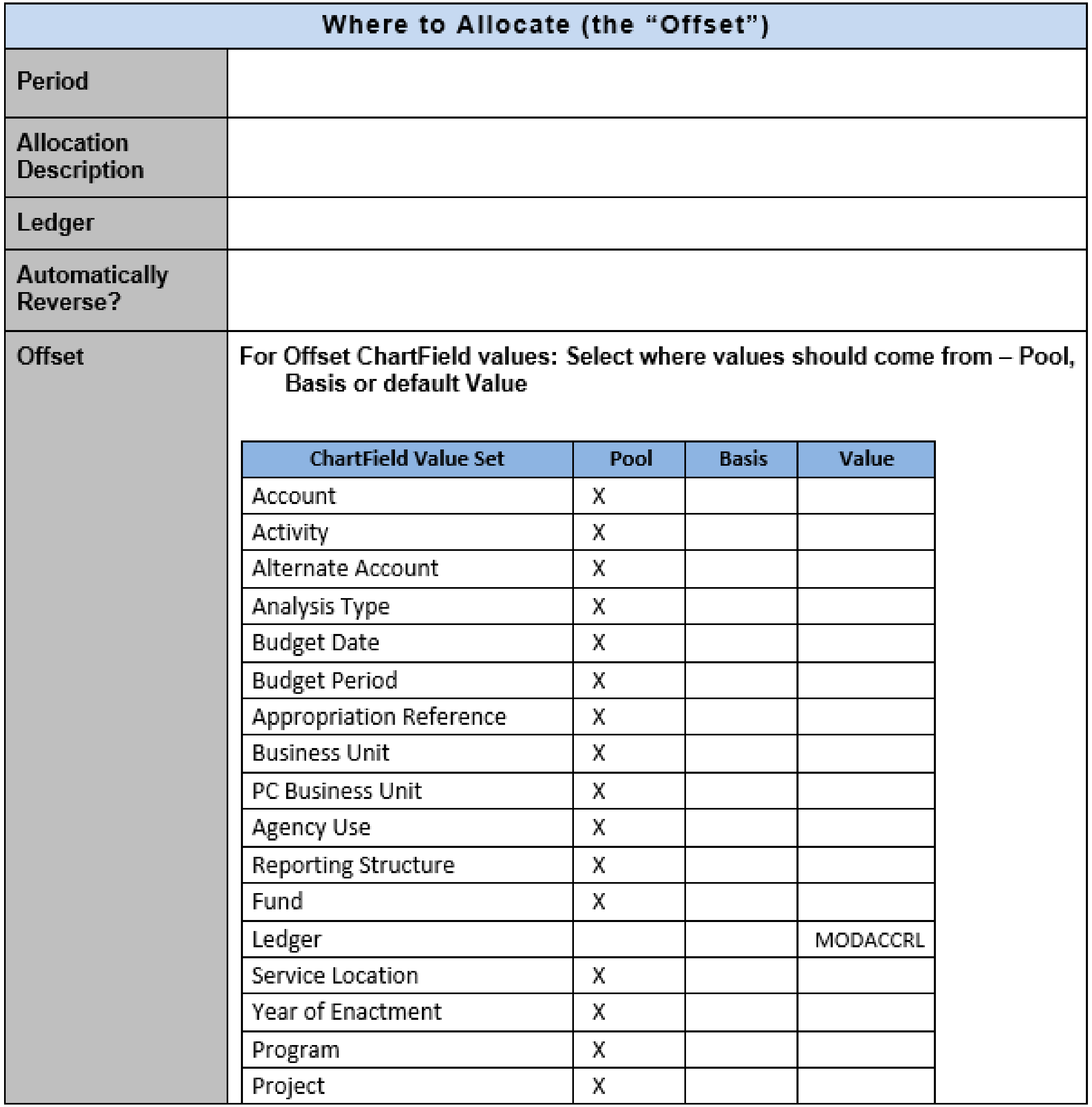
Time Span PER

Basis Span Opt Combine Periods for Basis

Target Span Opt Divide Target Across Periods

Specify Field Values

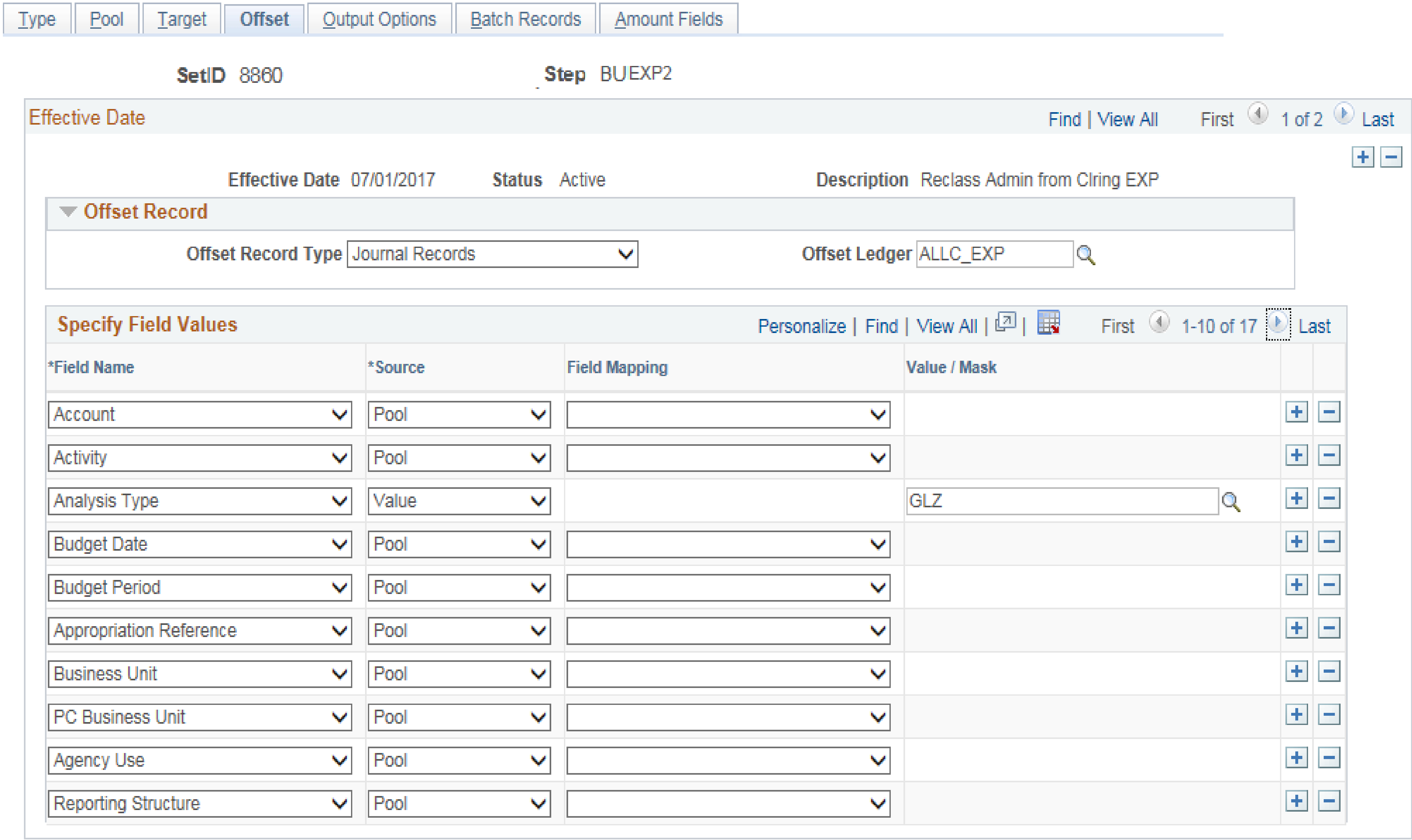
*Field Name	*Source	Field Mapping	Value / Mask
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Pool		
Fund	Pool		
Ledger	Value		ALLC_EXP
Service Location	Pool		
Year of Enactment	Pool		
Program	Value		9900100
Project	Pool		
Statistics Code	Value		EXP



Where to Allocate (the “Offset”)

Period	
Allocation Description	
Ledger	
Automatically Reverse?	
Offset	For Offset ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account	X		
Activity	X		
Alternate Account	X		
Analysis Type	X		
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MODACCRL
Service Location	X		
Year of Enactment	X		
Program	X		
Project	X		


Type
Pool
Target
Offset
Output Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP2

Effective Date

Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Reclass Admin from Clring EXP

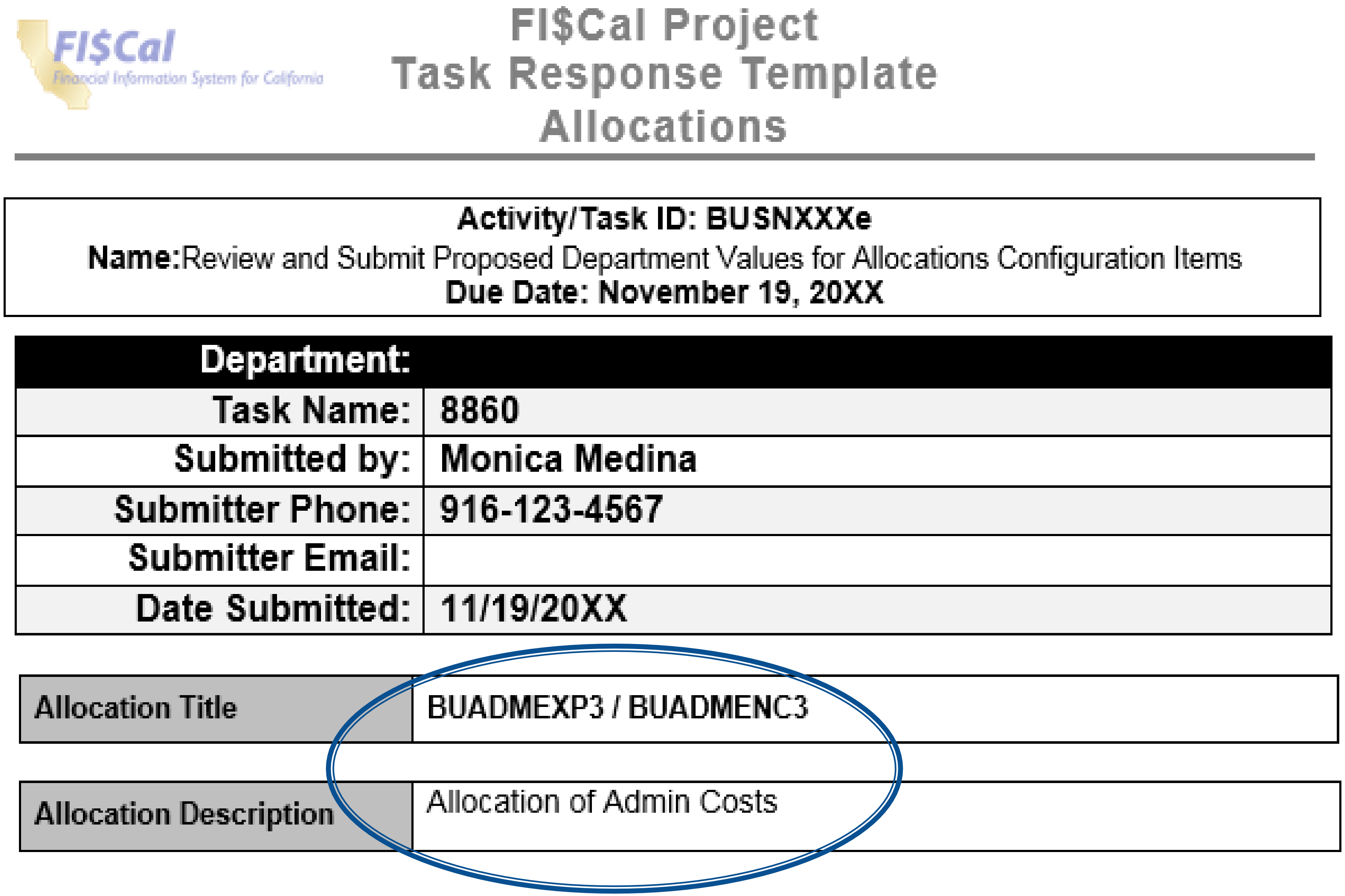
Offset Record

Offset Record Type Journal Records **Offset Ledger** ALLC_EXP

Specify Field Values

Personalize | Find | View All | First 1-10 of 17 Last

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Activity	Pool		
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Pool		



FI$Cal
Financial Information System for California

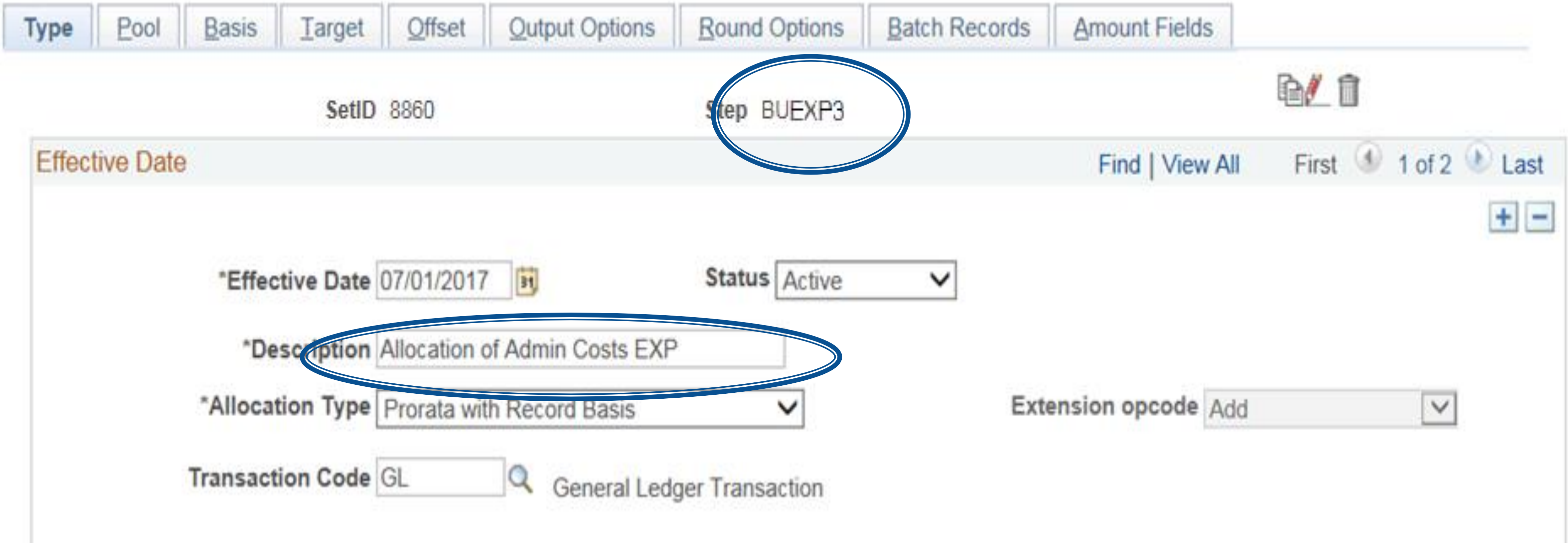
FI$Cal Project
Task Response Template
Allocations

Activity/Task ID: BUSNXXXe
Name: Review and Submit Proposed Department Values for Allocations Configuration Items
Due Date: November 19, 20XX

Department:	
Task Name:	8860
Submitted by:	Monica Medina
Submitter Phone:	916-123-4567
Submitter Email:	
Date Submitted:	11/19/20XX

Allocation Title	BUADMEXP3 / BUADMENC3

Allocation Description	Allocation of Admin Costs


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Effective Date
Find | View All
First
1 of 2
Last

SetID 8860

Step BUEXP3

***Effective Date** 07/01/2017

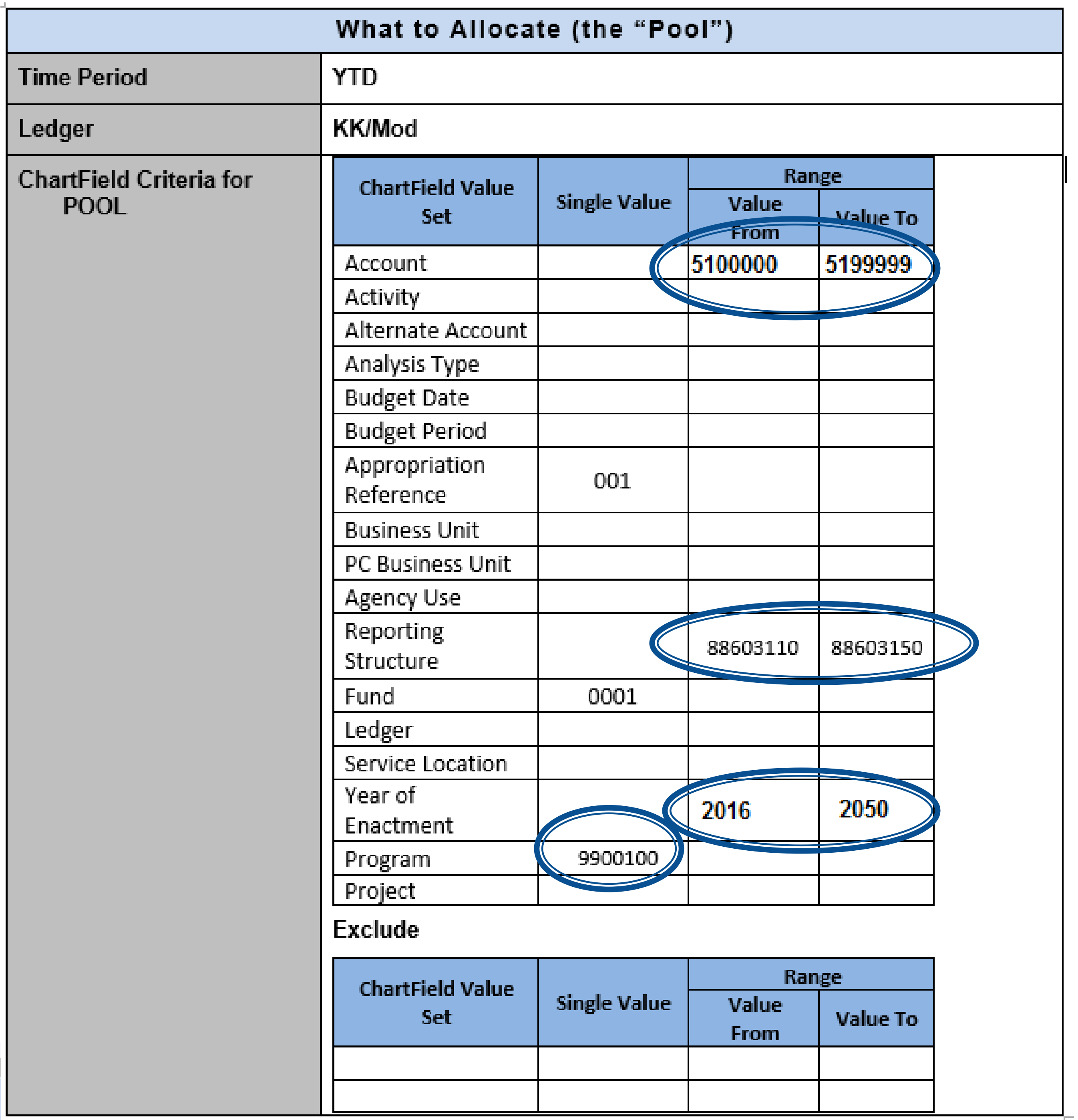
Status Active

***Description** Allocation of Admin Costs EXP

***Allocation Type** Prorata with Record Basis

Extension opcode Add

Transaction Code GL General Ledger Transaction

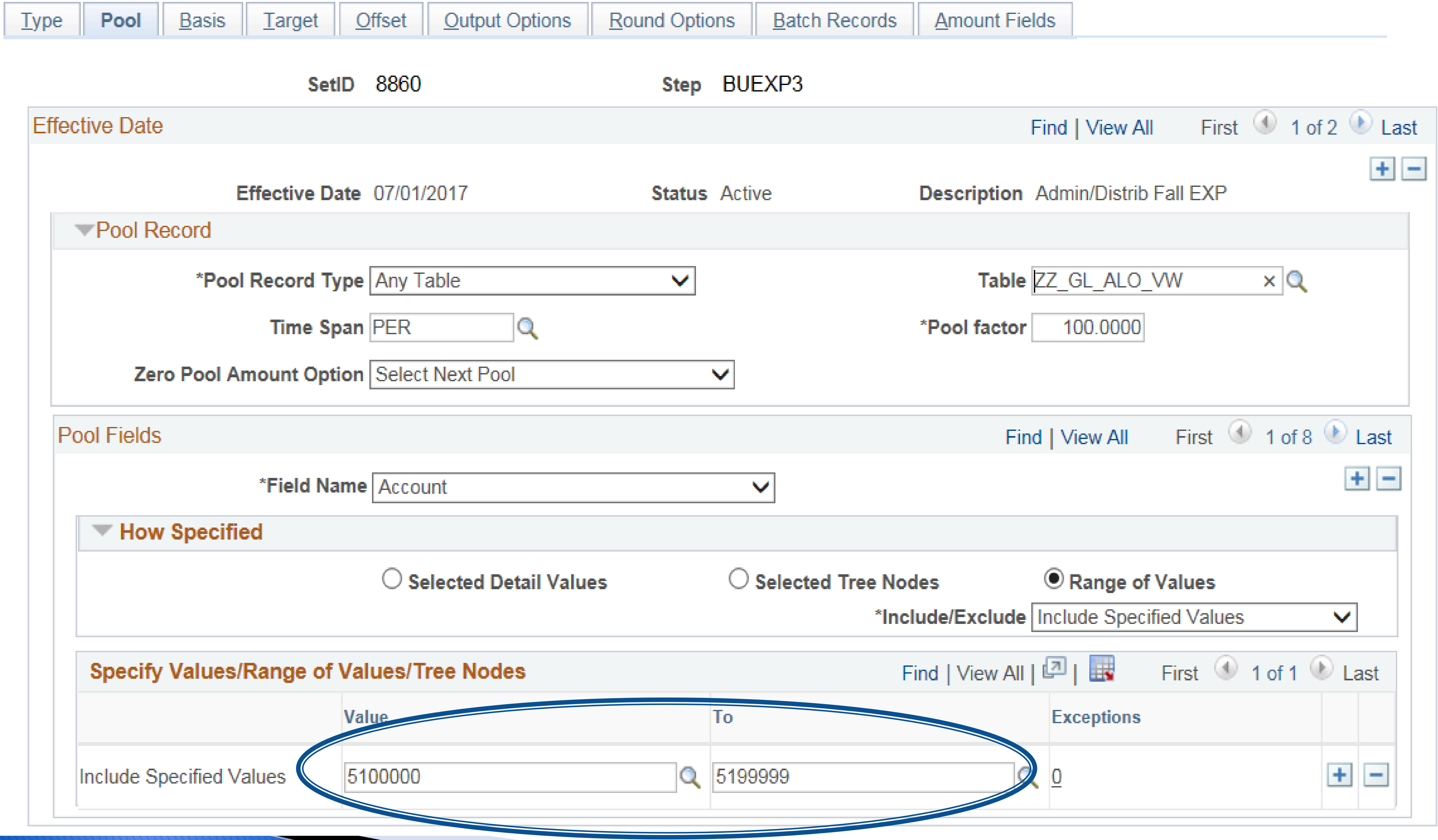


What to Allocate (the "Pool")	
Time Period	YTD
Ledger	KK/Mod
ChartField Criteria for POOL	

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account		5100000	5199999
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference	001		
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure		88603110	88603150
Fund	0001		
Ledger			
Service Location			
Year of Enactment		2016	2050
Program	9900100		
Project			

Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP3

Effective Date

Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

Pool Record

***Pool Record Type** Any Table

Table ZZ_GL_ALO_VW

Time Span PER

***Pool factor** 100.0000

Zero Pool Amount Option Select Next Pool

Pool Fields

Find | View All First 1 of 8 Last

***Field Name** Account

How Specified

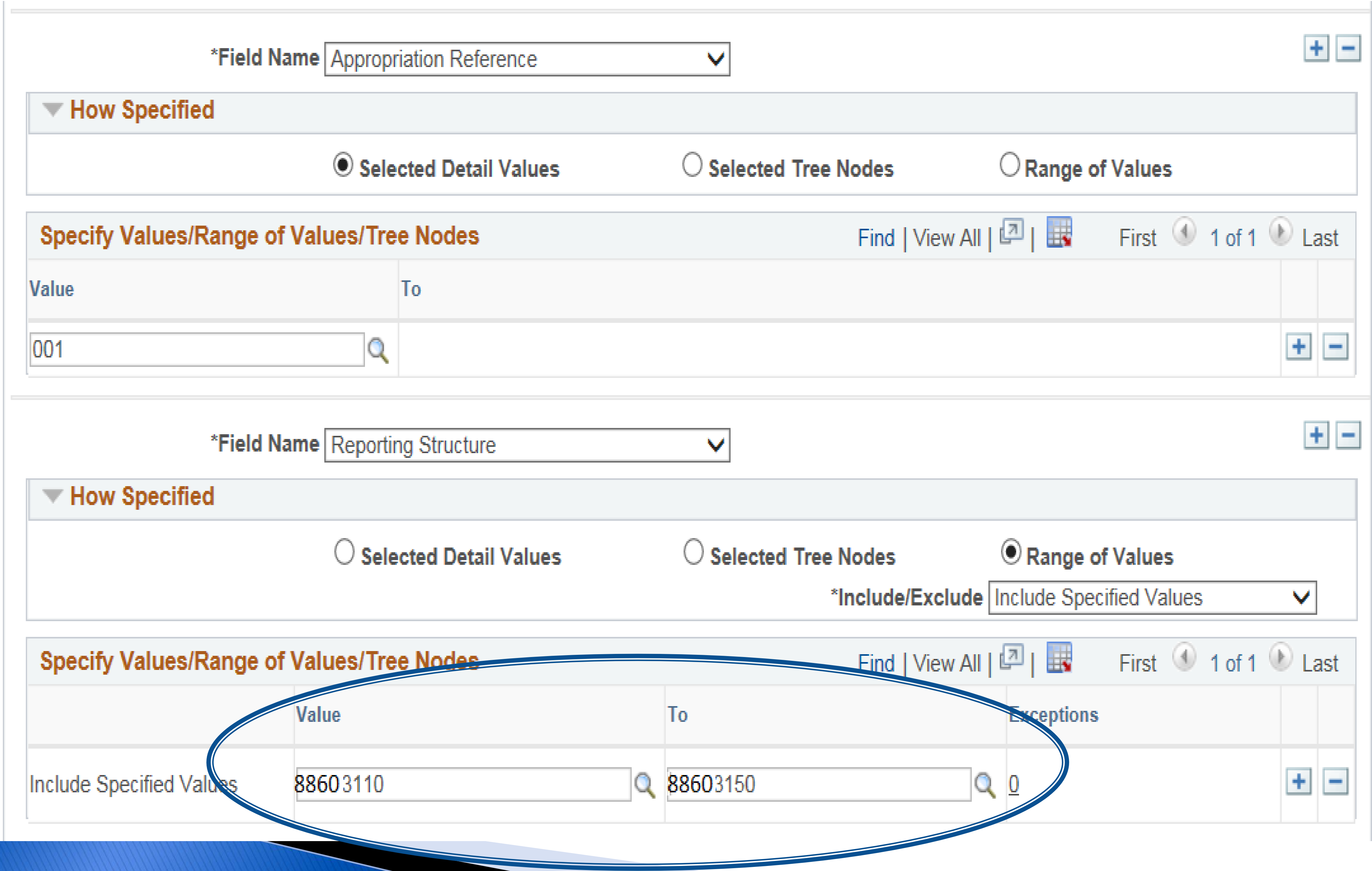
○ **Selected Detail Values** ○ **Selected Tree Nodes** ● **Range of Values**

***Include/Exclude** Include Specified Values

Specify Values/Range of Values/Tree Nodes

Find | View All | First 1 of 1 Last

	Value	To	Exceptions
Include Specified Values	5100000	5199999	0



*Field Name Appropriation Reference

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
001	

*Field Name Reporting Structure

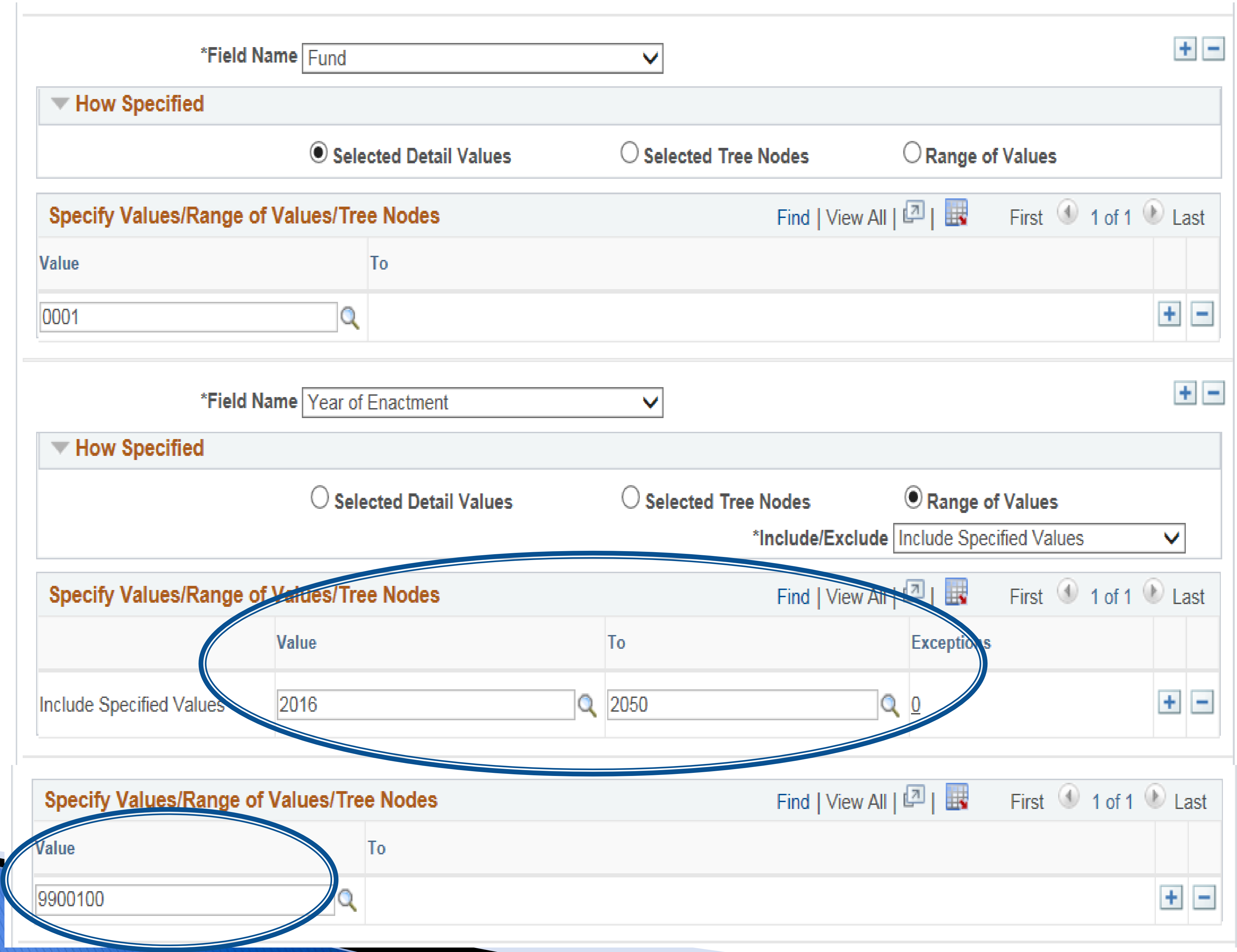
How Specified

○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

*Include/Exclude Include Specified Values

Specify Values/Range of Values/Tree Nodes

	Value	To	Exceptions
Include Specified Values	88603110	88603150	0



*Field Name: Fund

How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

Value	To
0001	

*Field Name: Year of Enactment

How Specified

○ Selected Detail Values ○ Selected Tree Nodes ● Range of Values

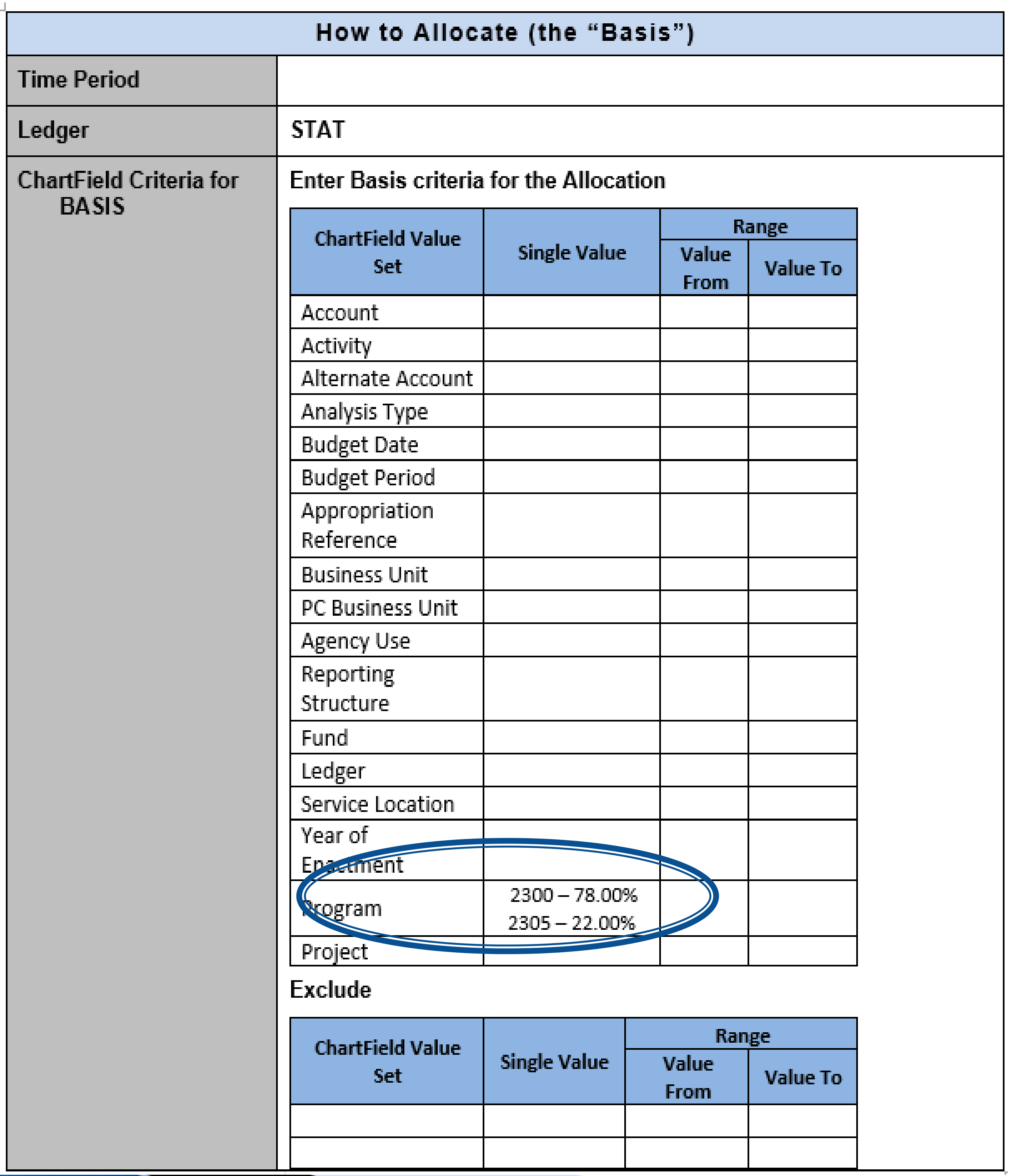
*Include/Exclude: Include Specified Values

Specify Values/Range of Values/Tree Nodes

	Value	To	Exceptions
Include Specified Values	2016	2050	0

Specify Values/Range of Values/Tree Nodes

Value	To
9900100	



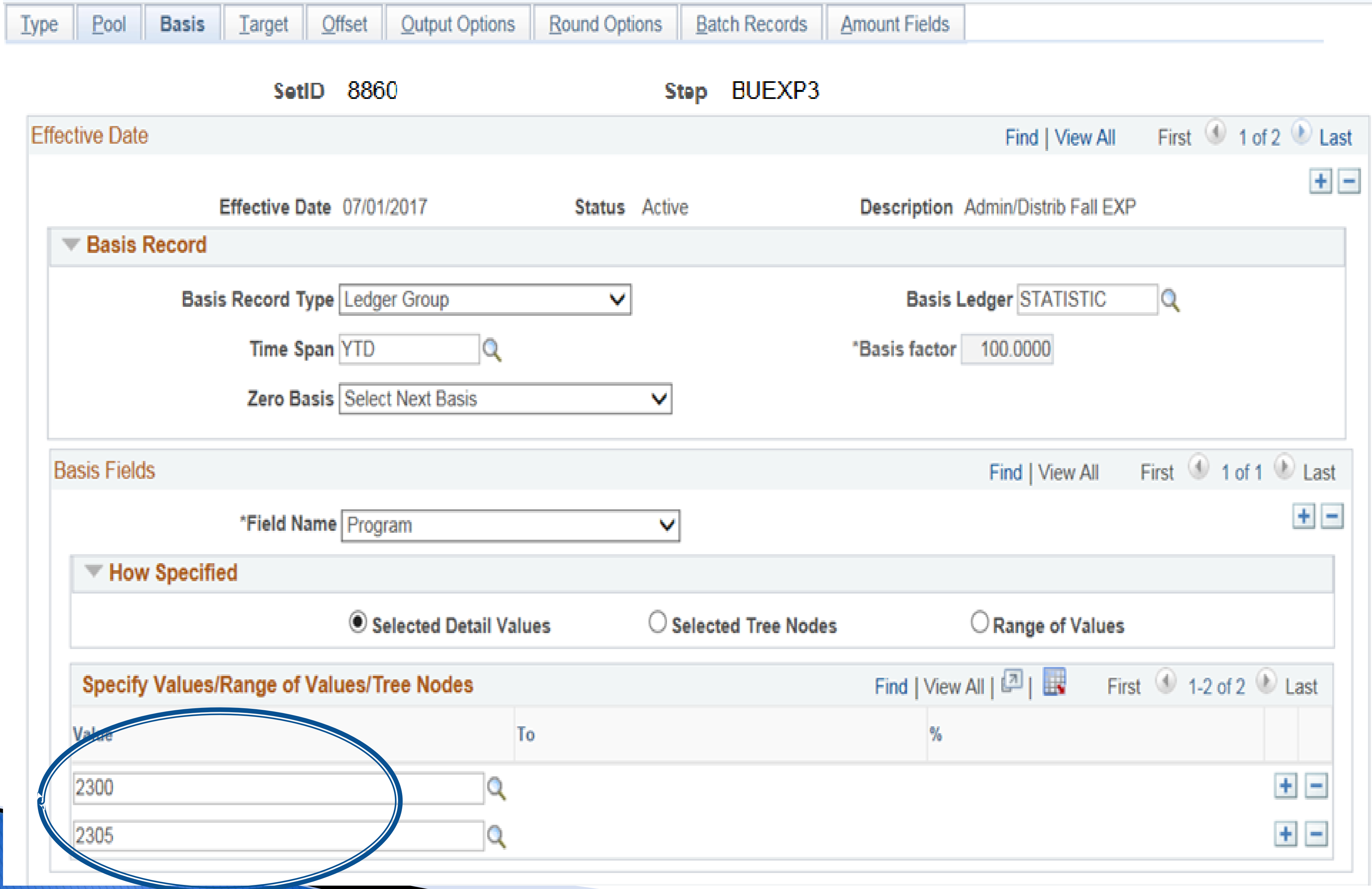
How to Allocate (the "Basis")

Time Period	
Ledger	**STAT**
ChartField Criteria for BASIS	**Enter Basis criteria for the Allocation**

ChartField Value Set	Single Value	Range	
		Value From	Value To
Account			
Activity			
Alternate Account			
Analysis Type			
Budget Date			
Budget Period			
Appropriation Reference			
Business Unit			
PC Business Unit			
Agency Use			
Reporting Structure			
Fund			
Ledger			
Service Location			
Year of Enactment			
Program	2300 – 78.00% 2305 – 22.00%		
Project			

Exclude

ChartField Value Set	Single Value	Range	
		Value From	Value To


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP3

Effective Date

Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

Basis Record

Basis Record Type Ledger Group

Basis Ledger STATISTIC

Time Span YTD

***Basis factor** 100.0000

Zero Basis Select Next Basis

Basis Fields

Find | View All First 1 of 1 Last

***Field Name** Program

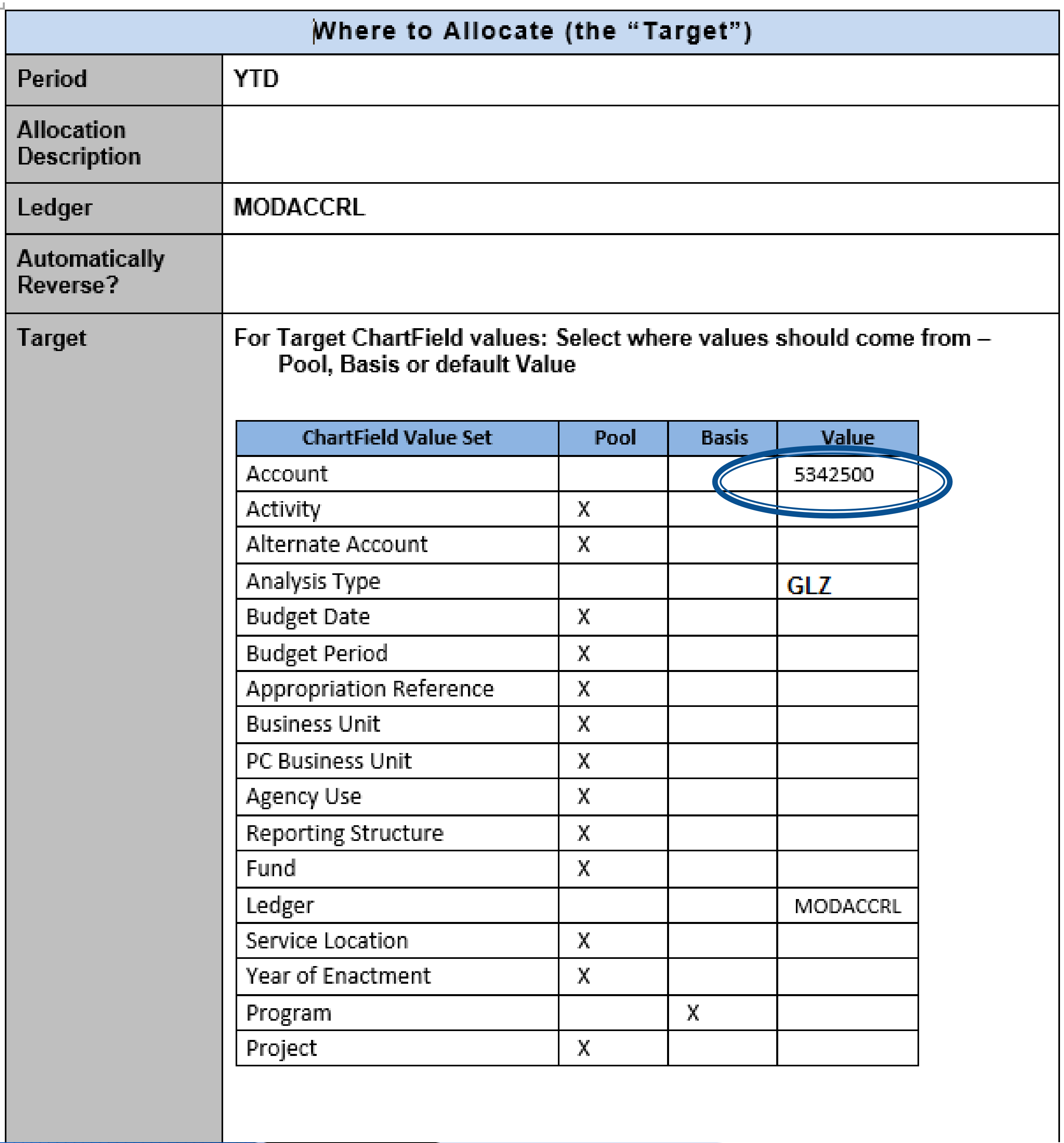
How Specified

● Selected Detail Values ○ Selected Tree Nodes ○ Range of Values

Specify Values/Range of Values/Tree Nodes

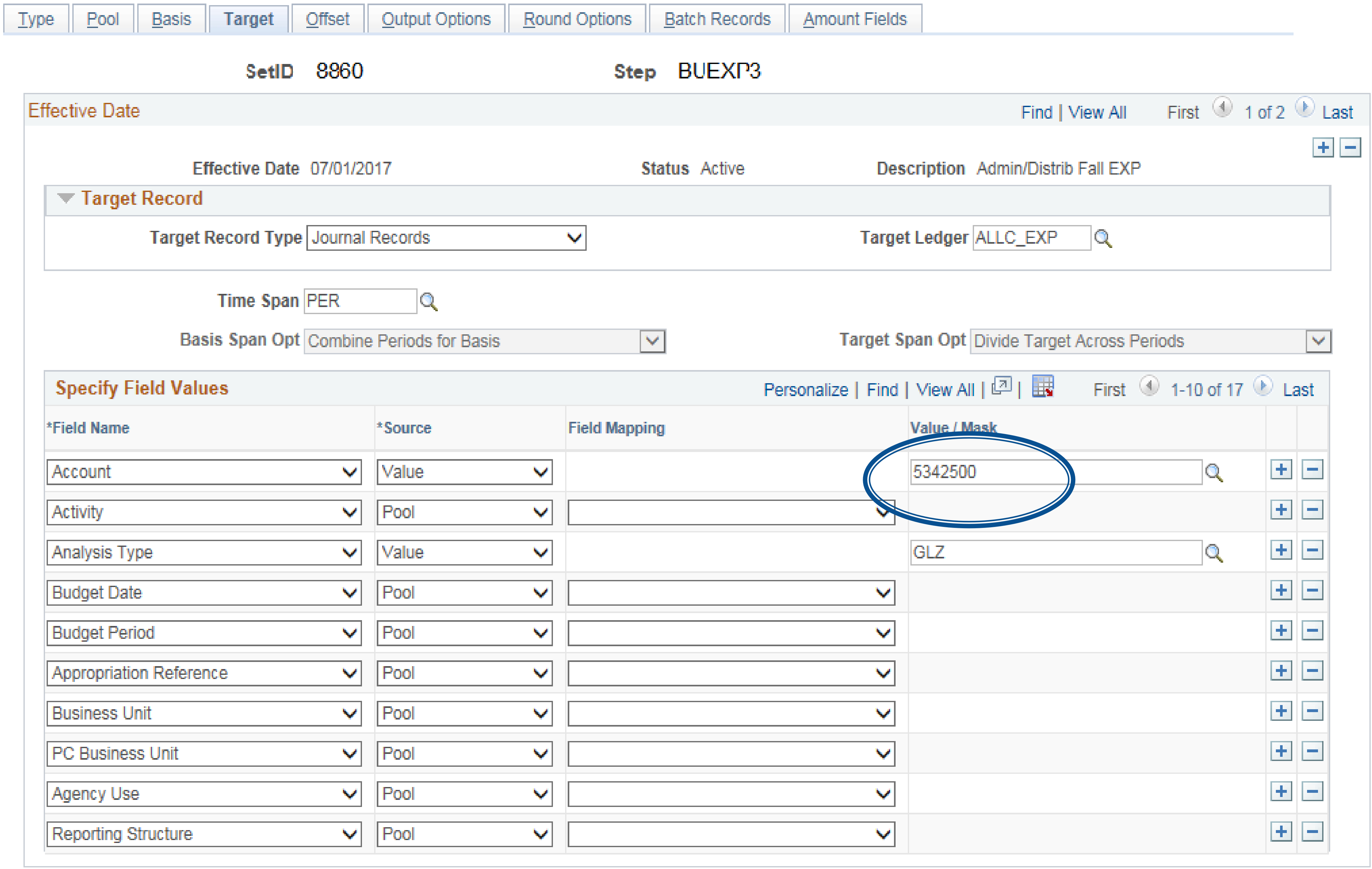
Find | View All | First 1-2 of 2 Last

Value	To	%
2300		
2305		



Where to Allocate (the "Target")	
Period	YTD
Allocation Description	
Ledger	MODACCRL
Automatically Reverse?	
Target	For Target ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account			5342500
Activity	X		
Alternate Account	X		
Analysis Type			GLZ
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MODACCRL
Service Location	X		
Year of Enactment	X		
Program		X	
Project	X		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields
Find | View All
First
1 of 2
Last
Personalize | Find | View All
First
1-10 of 17
Last

SetID 8860 **Step** BUEXP3

Effective Date

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

Target Record

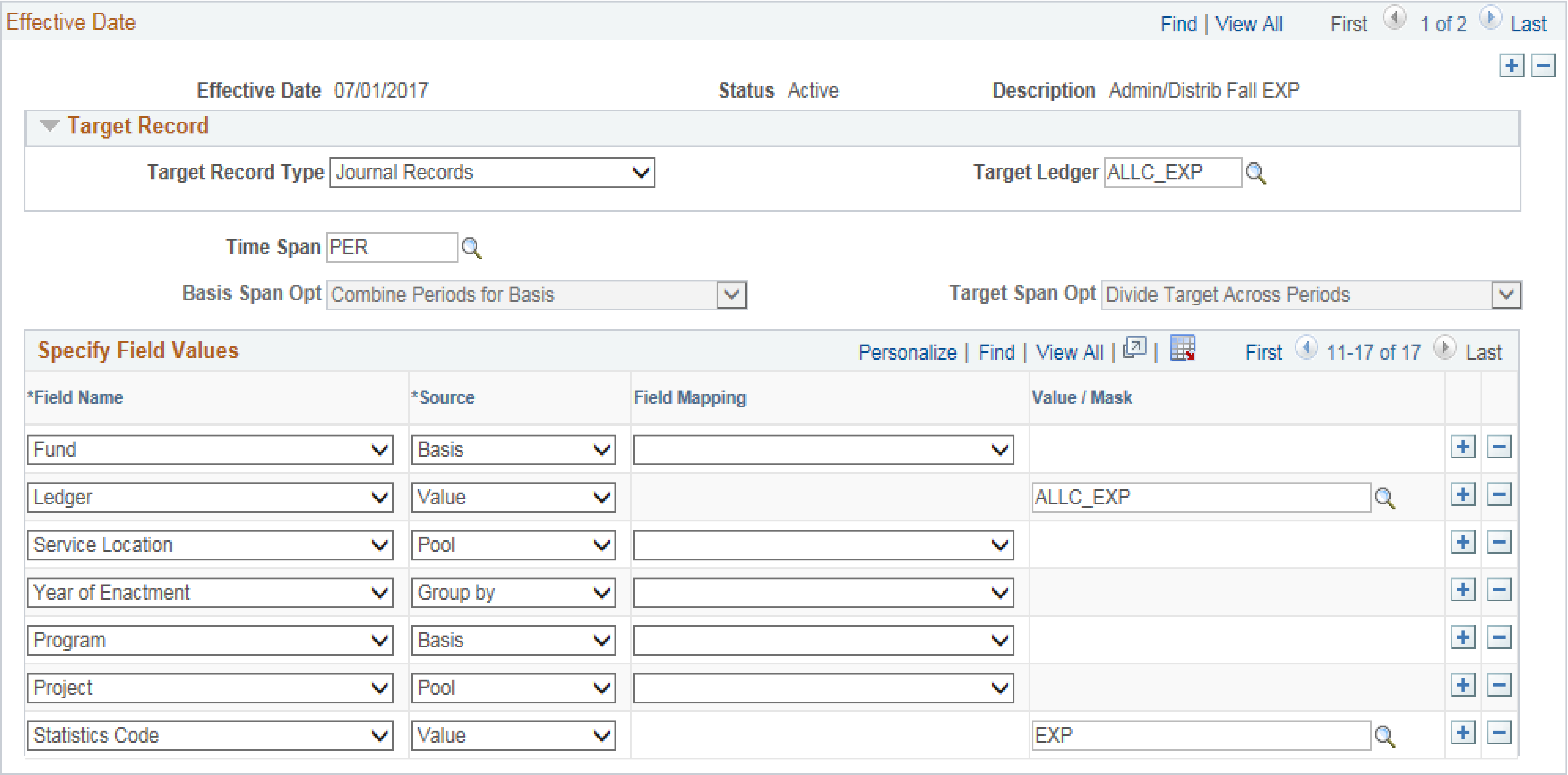
Target Record Type Journal Records **Target Ledger** ALLC_EXP

Time Span PER

Basis Span Opt Combine Periods for Basis **Target Span Opt** Divide Target Across Periods

Specify Field Values

*Field Name	*Source	Field Mapping	Value / Mask
Account	Value		5342500
Activity	Pool		
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		
Reporting Structure	Pool		


Effective Date
Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

Target Record

Target Record Type Journal Records

Target Ledger ALLC_EXP

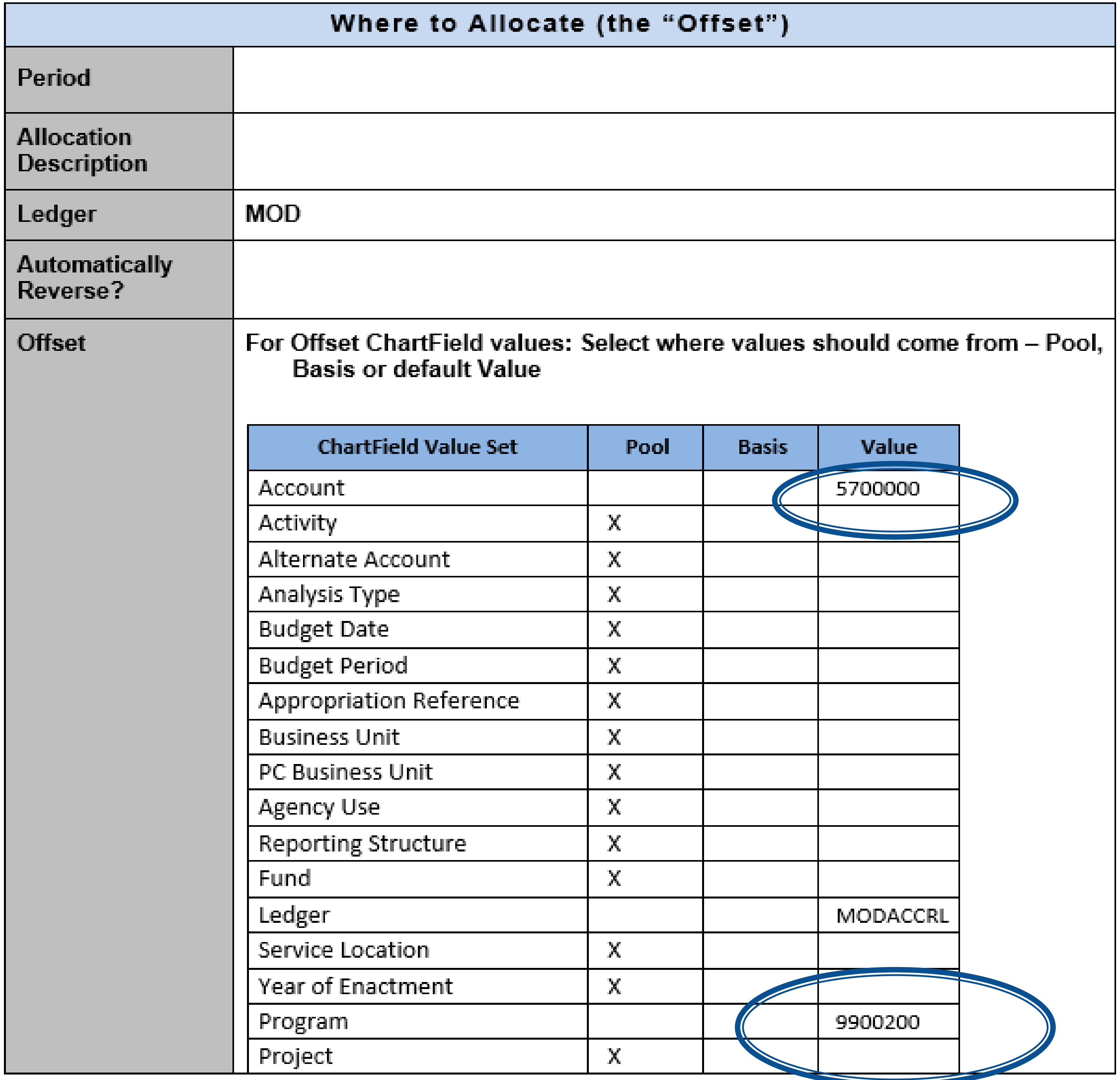
Time Span PER

Basis Span Opt Combine Periods for Basis

Target Span Opt Divide Target Across Periods

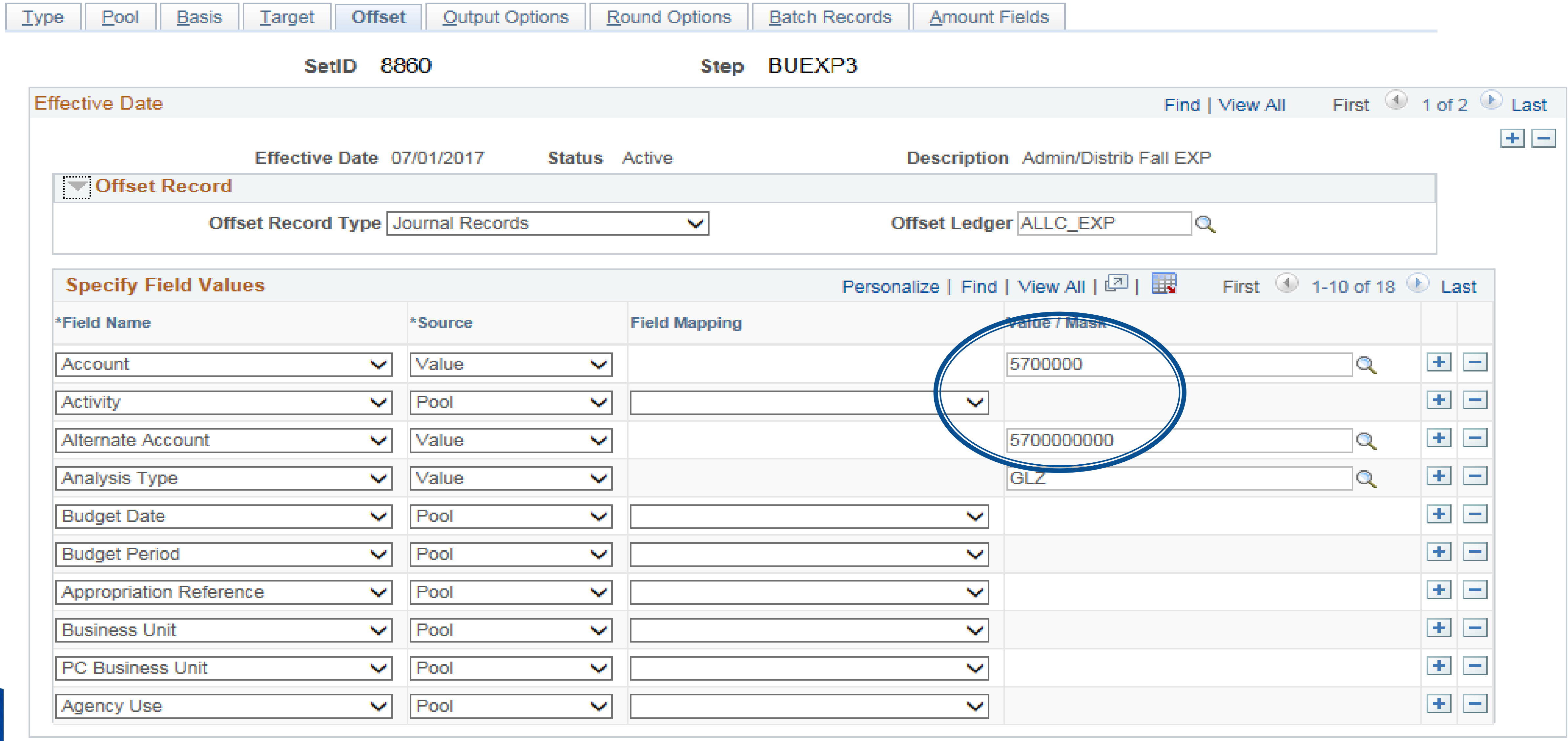
Specify Field Values
Personalize | Find | View All | First 11-17 of 17 Last

*Field Name	*Source	Field Mapping	Value / Mask
Fund	Basis		
Ledger	Value		ALLC_EXP
Service Location	Pool		
Year of Enactment	Group by		
Program	Basis		
Project	Pool		
Statistics Code	Value		EXP



Where to Allocate (the "Offset")	
Period	
Allocation Description	
Ledger	MOD
Automatically Reverse?	
Offset	For Offset ChartField values: Select where values should come from – Pool, Basis or default Value

ChartField Value Set	Pool	Basis	Value
Account			5700000
Activity	X		
Alternate Account	X		
Analysis Type	X		
Budget Date	X		
Budget Period	X		
Appropriation Reference	X		
Business Unit	X		
PC Business Unit	X		
Agency Use	X		
Reporting Structure	X		
Fund	X		
Ledger			MODACCRL
Service Location	X		
Year of Enactment	X		
Program			9900200
Project	X		


Type
Pool
Basis
Target
Offset
Output Options
Round Options
Batch Records
Amount Fields

SetID 8860 **Step** BUEXP3

Effective Date

Find | View All First 1 of 2 Last

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

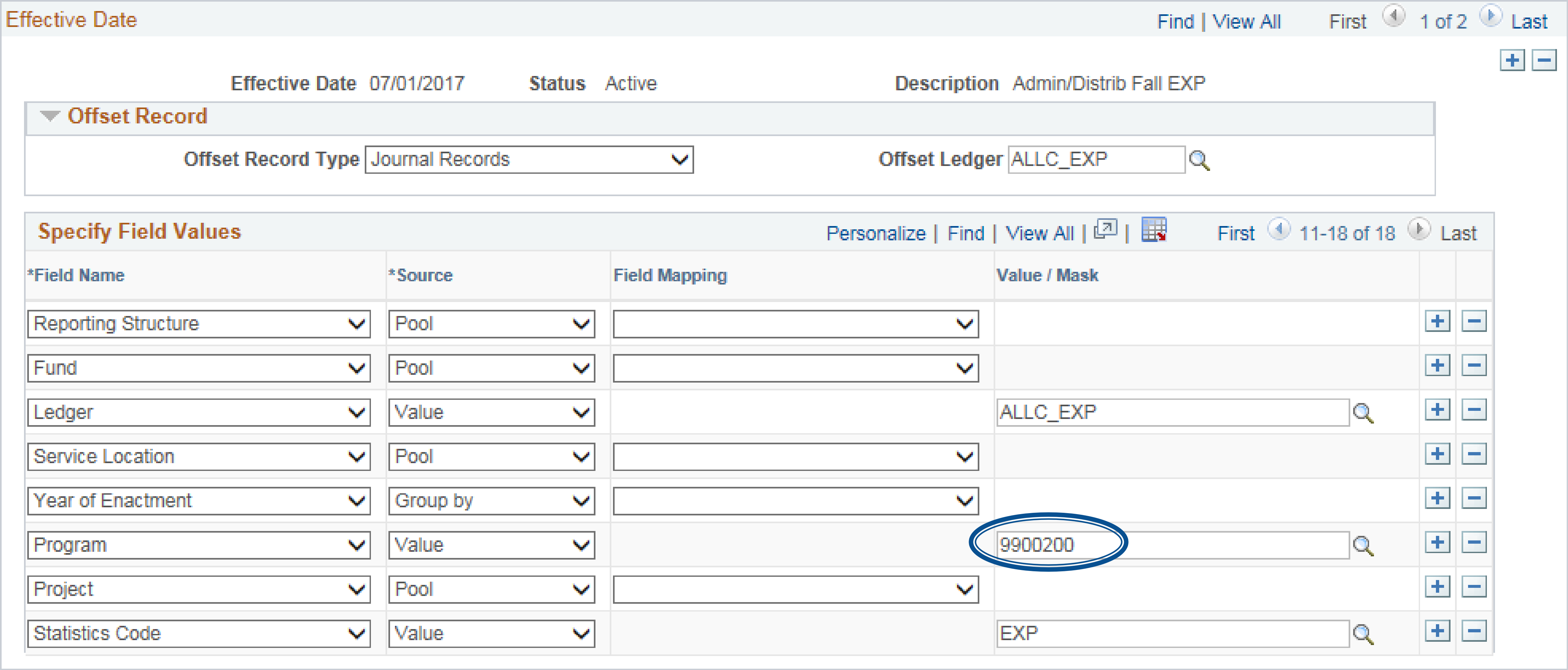
Offset Record

Offset Record Type Journal Records **Offset Ledger** ALLC_EXP

Specify Field Values

Personalize | Find | View All | | First 1-10 of 18 Last

*Field Name	*Source	Field Mapping	Value / Mask
Account	Value		5700000
Activity	Pool		
Alternate Account	Value		5700000000
Analysis Type	Value		GLZ
Budget Date	Pool		
Budget Period	Pool		
Appropriation Reference	Pool		
Business Unit	Pool		
PC Business Unit	Pool		
Agency Use	Pool		


Find | View All
First
1 of 2
Last

Effective Date

Effective Date 07/01/2017 **Status** Active **Description** Admin/Distrib Fall EXP

Offset Record

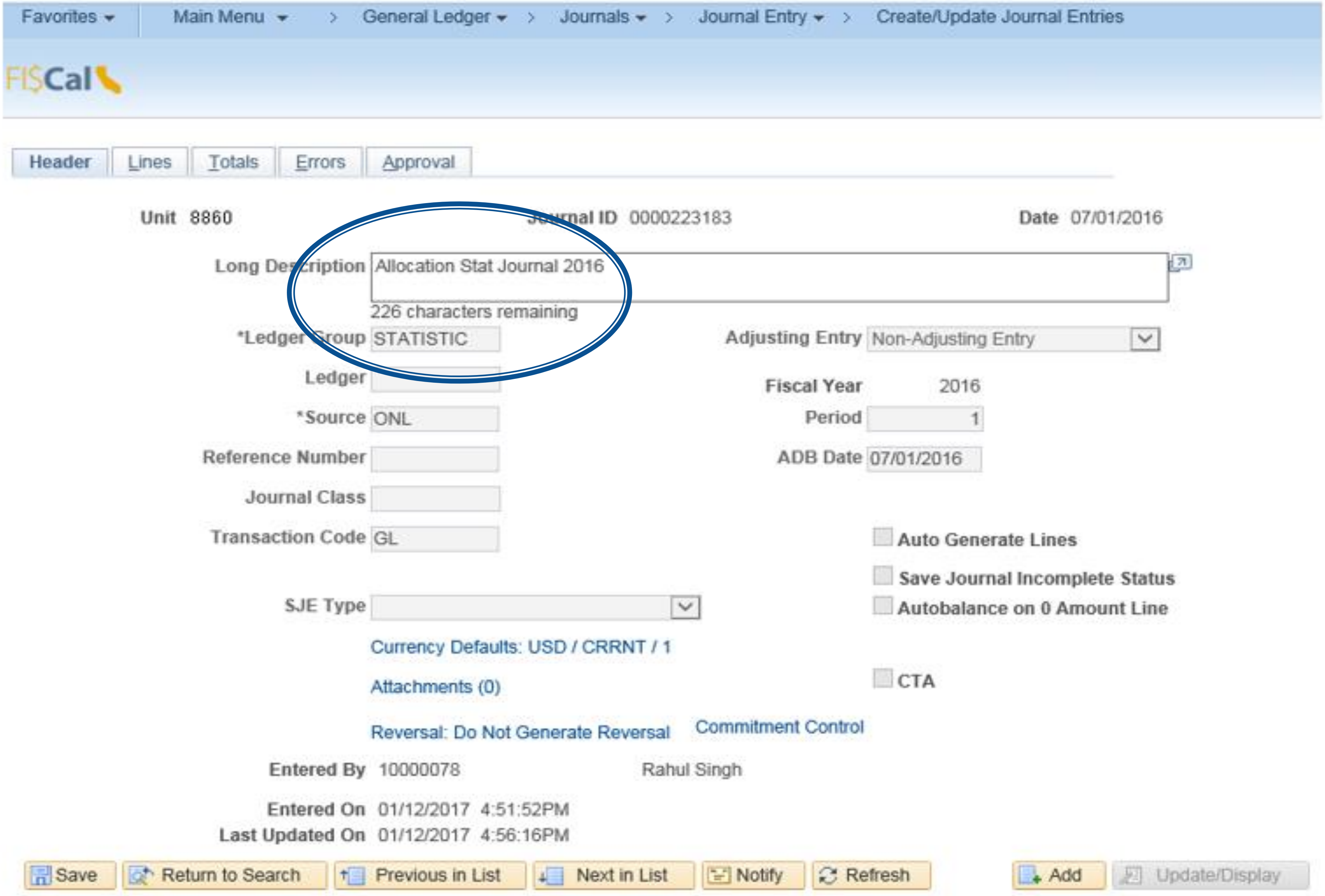
Offset Record Type Journal Records

Offset Ledger ALLC_EXP

Specify Field Values

Personalize | Find | View All |
First
11-18 of 18
Last

*Field Name	*Source	Field Mapping	Value / Mask
Reporting Structure	Pool		
Fund	Pool		
Ledger	Value		ALLC_EXP
Service Location	Pool		
Year of Enactment	Group by		
Program	Value		9900200
Project	Pool		
Statistics Code	Value		EXP


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Unit 8860 Journal ID 0000223183 Date 07/01/2016

Long Description Allocation Stat Journal 2016

226 characters remaining

*Ledger Group STATISTIC

Adjusting Entry Non-Adjusting Entry

Ledger

Fiscal Year 2016

*Source ONL

Period 1

Reference Number

ADB Date 07/01/2016

Journal Class

Transaction Code GL

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

☐ CTA

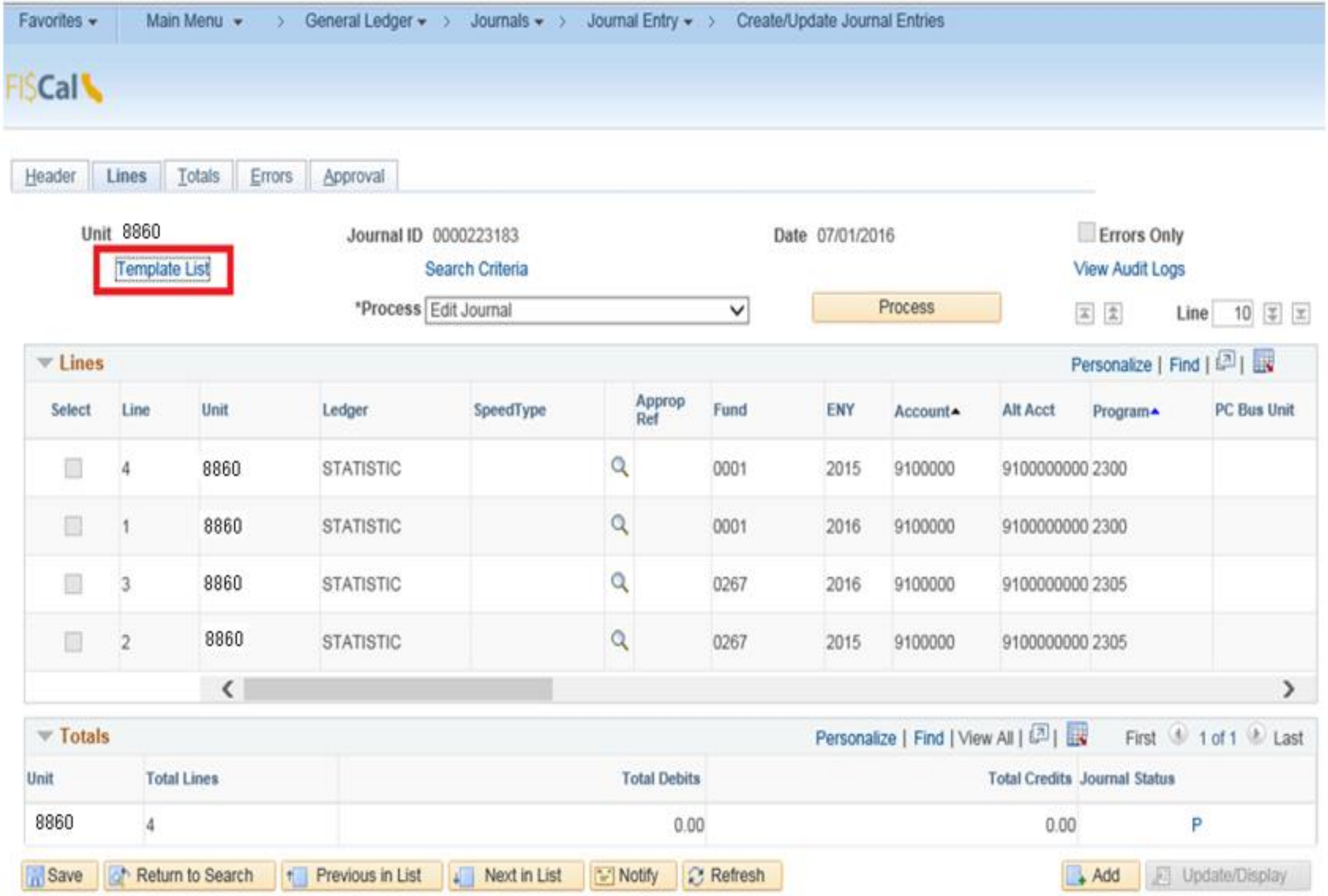
Reversal: Do Not Generate Reversal

Commitment Control

Entered By 10000078 Rahul Singh

Entered On 01/12/2017 4:51:52PM

Last Updated On 01/12/2017 4:56:16PM


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal
Header
Lines
Totals
Errors
Approval
Template List
Search Criteria
View Audit Logs
Process
Personalize | Find | View All
First 1 of 1 Last
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Unit 8860

Journal ID 0000223183

Date 07/01/2016

☐ Errors Only

*Process Edit Journal

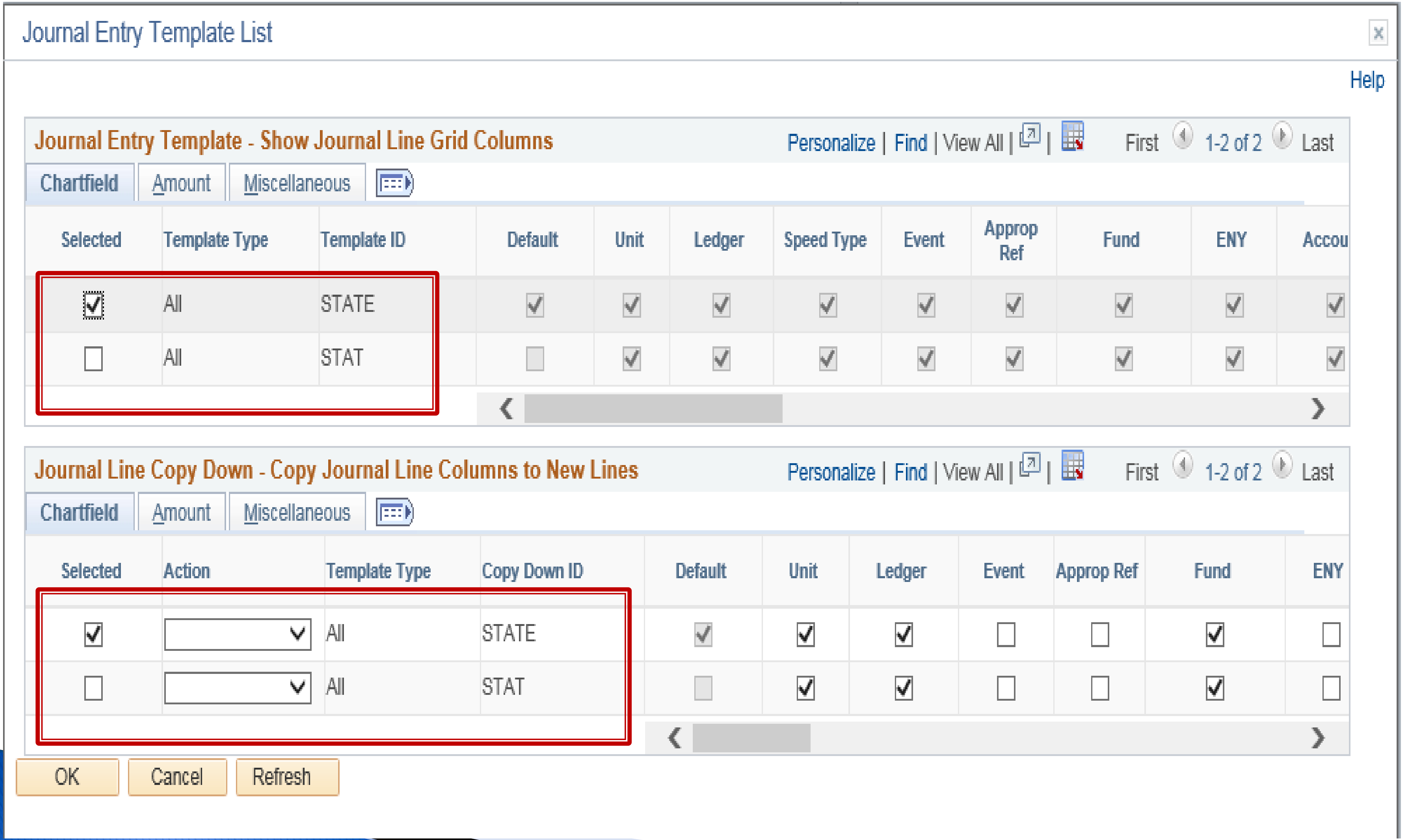
Line 10

Lines

Select	Line	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
☐	4	8860	STATISTIC			0001	2015	9100000	9100000000	2300	
☐	1	8860	STATISTIC			0001	2016	9100000	9100000000	2300	
☐	3	8860	STATISTIC			0267	2016	9100000	9100000000	2305	
☐	2	8860	STATISTIC			0267	2015	9100000	9100000000	2305	

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
8860	4	0.00	0.00	P



Journal Entry Template List

×
Help

Journal Entry Template - Show Journal Line Grid Columns

Personalize | Find | View All | First 1-2 of 2 Last
Chartfield
Amount
Miscellaneous

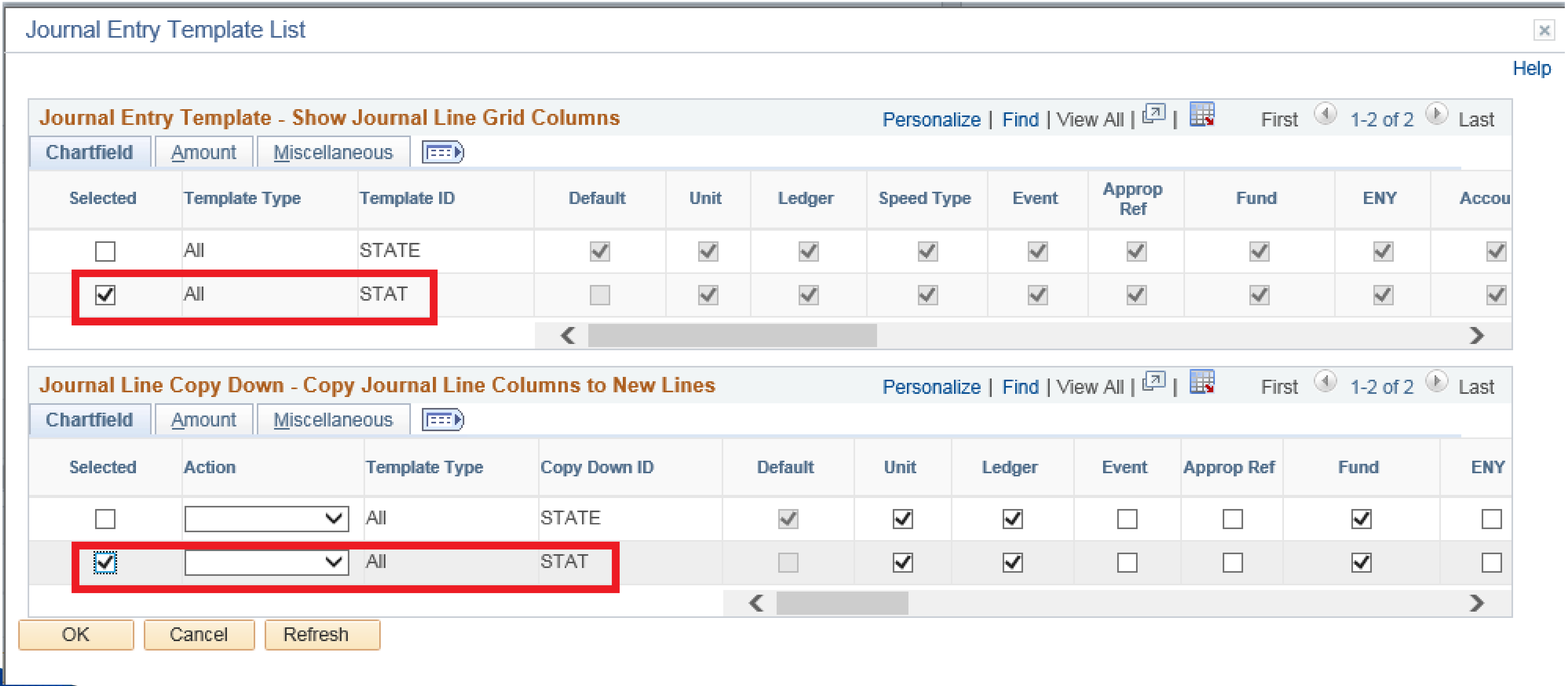
Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Approp Ref	Fund	ENY	Accou
☑	All	STATE	☑	☑	☑	☑	☑	☑	☑	☑	☑
☐	All	STAT	☐	☑	☑	☑	☑	☑	☑	☑	☑

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Personalize | Find | View All | First 1-2 of 2 Last
Chartfield
Amount
Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Approp Ref	Fund	ENY
☑		All	STATE	☑	☑	☑	☐	☐	☑	☐
☐		All	STAT	☐	☑	☑	☐	☐	☑	☐

OK
Cancel
Refresh



Journal Entry Template List

Help

Journal Entry Template - Show Journal Line Grid Columns

Personalize | Find | View All | | First 1-2 of 2 Last
Chartfield
Amount
Miscellaneous

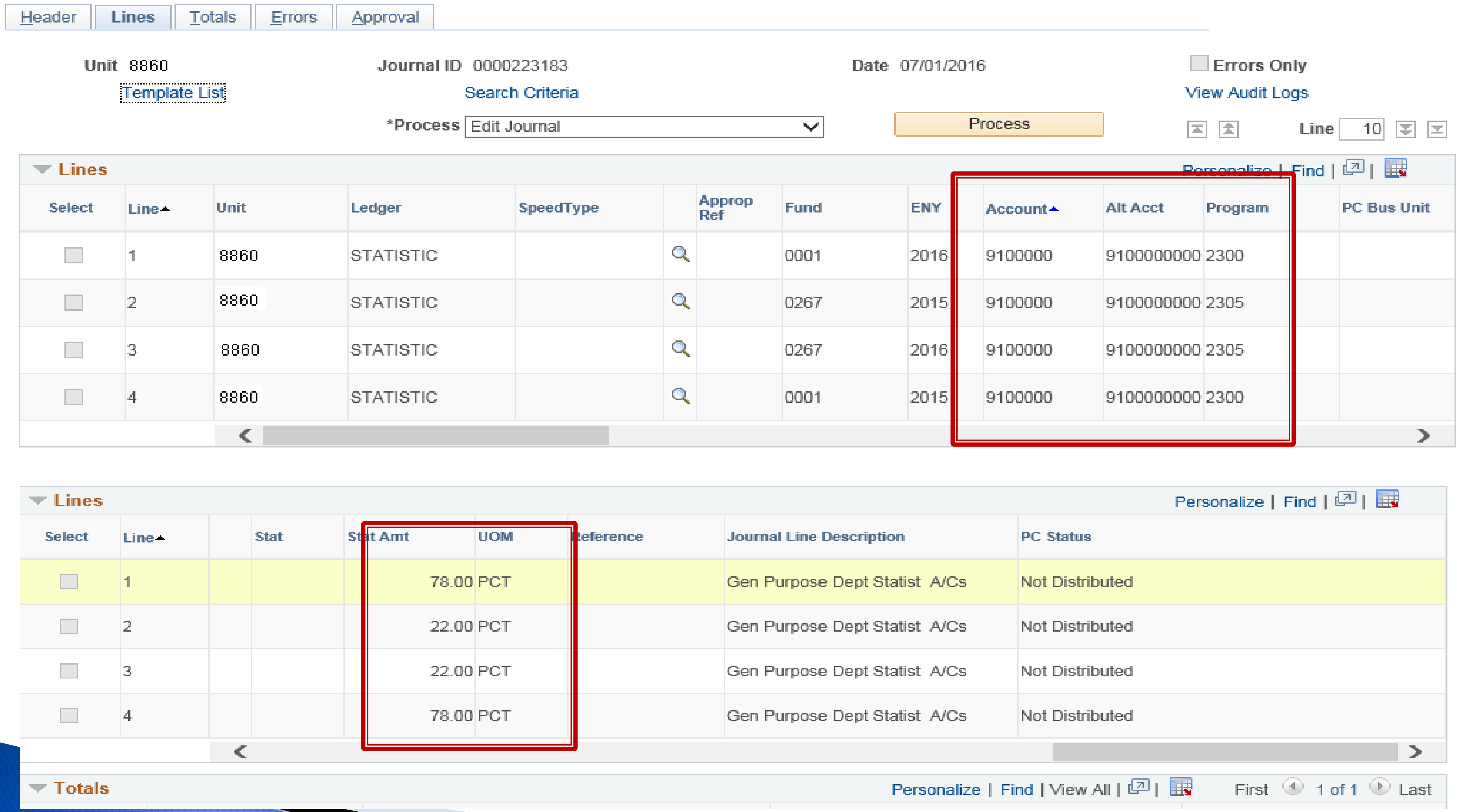
Selected	Template Type	Template ID	Default	Unit	Ledger	Speed Type	Event	Approp Ref	Fund	ENY	Accou
☐	All	STATE	☑	☑	☑	☑	☑	☑	☑	☑	☑
☑	All	STAT	☐	☑	☑	☑	☑	☑	☑	☑	☑

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Personalize | Find | View All | | First 1-2 of 2 Last
Chartfield
Amount
Miscellaneous

Selected	Action	Template Type	Copy Down ID	Default	Unit	Ledger	Event	Approp Ref	Fund	ENY
☐		All	STATE	☑	☑	☑	☐	☐	☑	☐
☑		All	STAT	☐	☑	☑	☐	☐	☑	☐

OK
Cancel
Refresh


Header
Lines
Totals
Errors
Approval
Template List
Search Criteria
View Audit Logs
Process
Personalize | Find
Totals
Personalize | Find | View All
First
1 of 1
Last

Unit 8860 **Journal ID** 0000223183 **Date** 07/01/2016 ☐ **Errors Only**

***Process** Edit Journal

Line 10

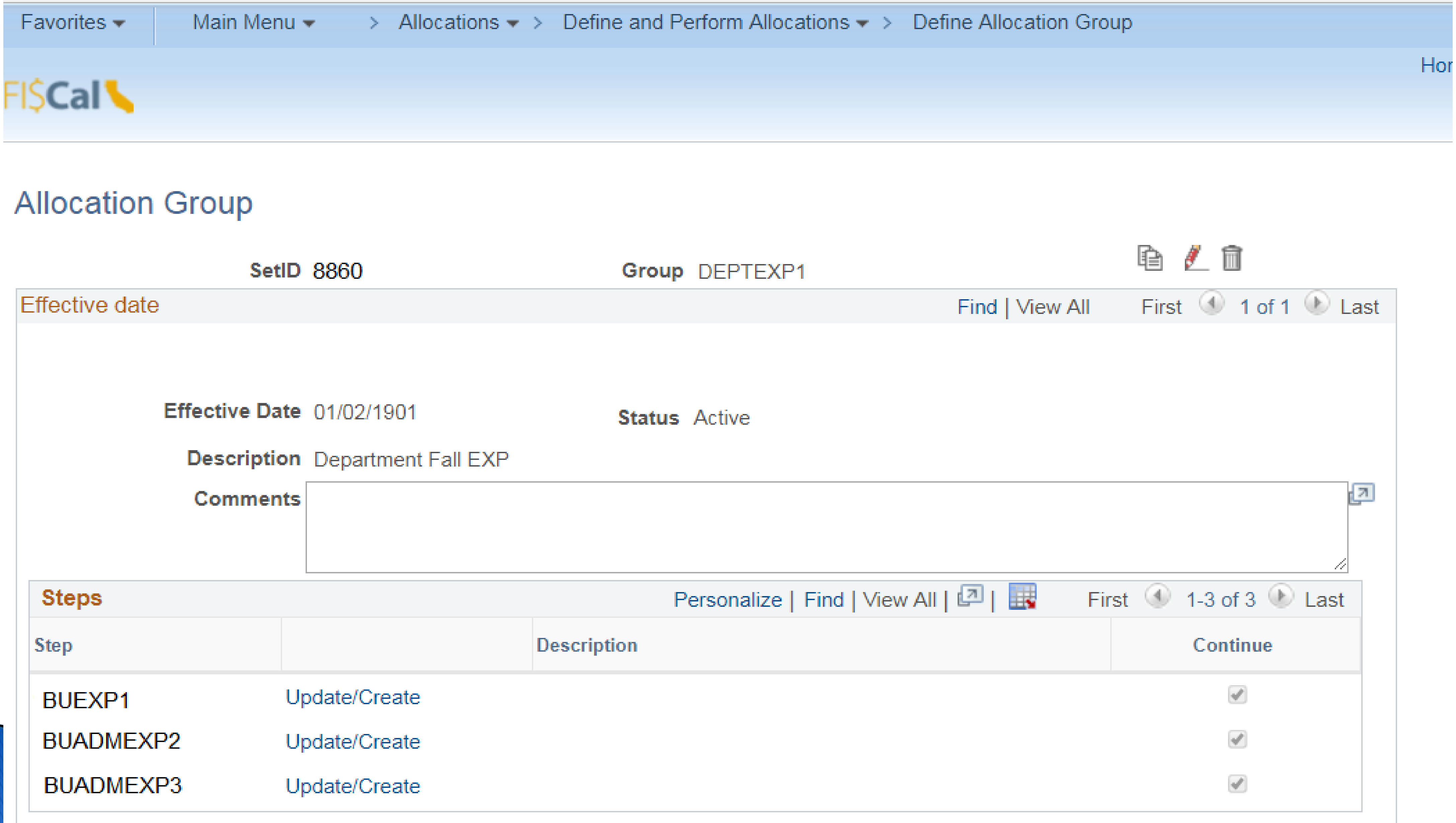
Lines

Select	Line	Unit	Ledger	SpeedType		Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit
☐	1	8860	STATISTIC		🔍		0001	2016	9100000	9100000000	2300	
☐	2	8860	STATISTIC		🔍		0267	2015	9100000	9100000000	2305	
☐	3	8860	STATISTIC		🔍		0267	2016	9100000	9100000000	2305	
☐	4	8860	STATISTIC		🔍		0001	2015	9100000	9100000000	2300	

Lines

Select	Line		Stat	St t Amt	UOM	eference	Journal Line Description	PC Status
☐	1			78.00	PCT		Gen Purpose Dept Statist A/Cs	Not Distributed
☐	2			22.00	PCT		Gen Purpose Dept Statist A/Cs	Not Distributed
☐	3			22.00	PCT		Gen Purpose Dept Statist A/Cs	Not Distributed
☐	4			78.00	PCT		Gen Purpose Dept Statist A/Cs	Not Distributed

Allocation Groups


Favorites
Main Menu
Allocations
Define and Perform Allocations
Define Allocation Group
Hor
FI$Cal
Find | View All
First 1 of 1 Last
Personalize | Find | View All |
First 1-3 of 3 Last

Allocation Group

SetID 8860

Group DEPTEXP1

Effective date

Effective Date 01/02/1901

Status Active

Description Department Fall EXP

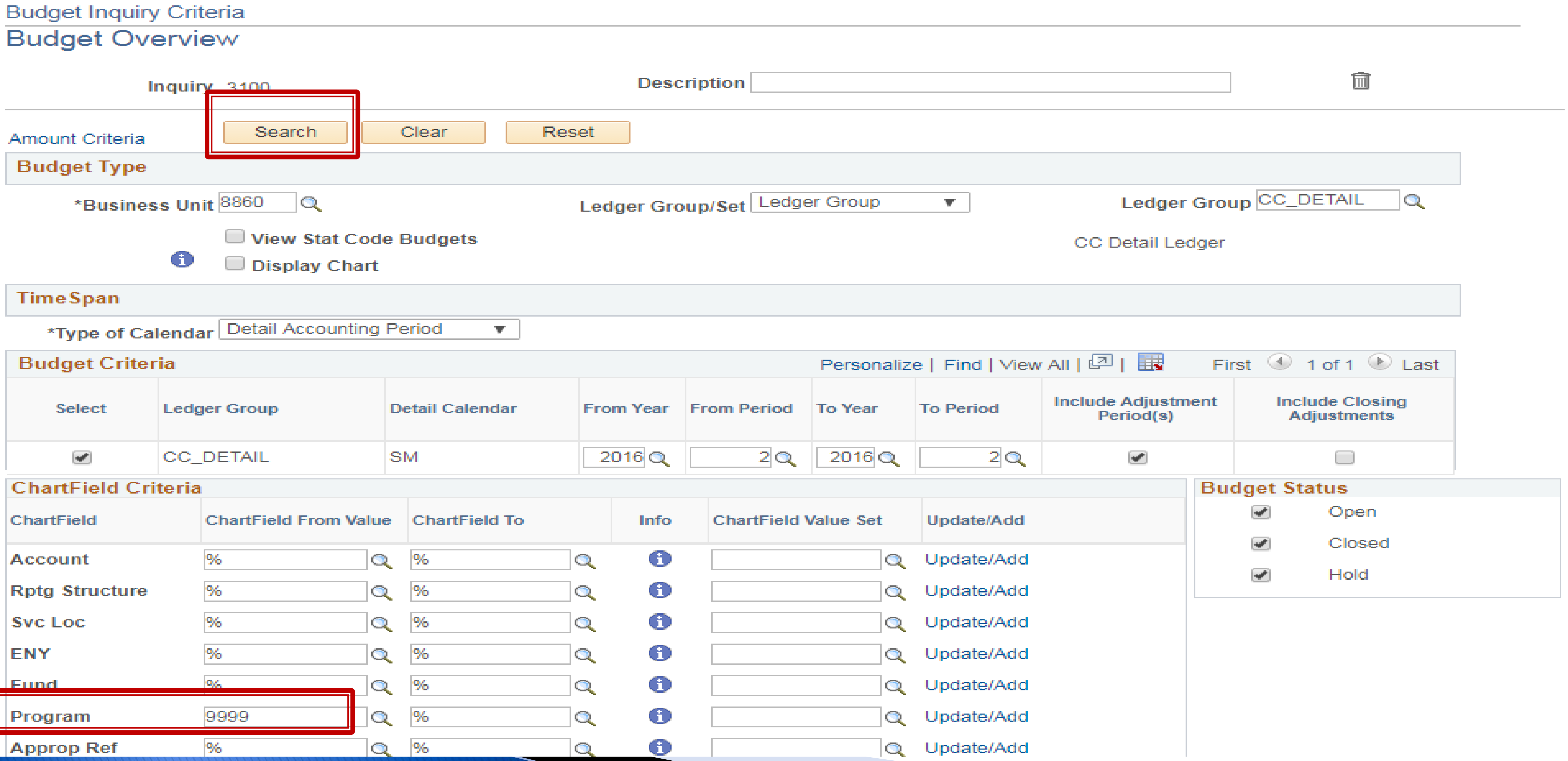
Comments

Steps

Step		Description	Continue
BUEXP1	Update/Create		☑
BUADMEXP2	Update/Create		☑
BUADMEXP3	Update/Create		☑

Review Budget Overview Before you run Allocations. Expenses by Fiscal Year and Period will display. Click on the Expense amount to obtain Activity Log.

Main Menu> Commitment Control> Review Budget Activities> Budgets Overview



Budget Inquiry Criteria

Budget Overview

Inquiry 3100 **Description**

Budget Type

***Business Unit** 8860 **Ledger Group/Set** Ledger Group **Ledger Group** CC_DETAIL

☐ View Stat Code Budgets

CC Detail Ledger

☐ Display Chart

TimeSpan

***Type of Calendar** Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_DETAIL	SM	2016	2	2016	2	☑	☐

ChartField Criteria

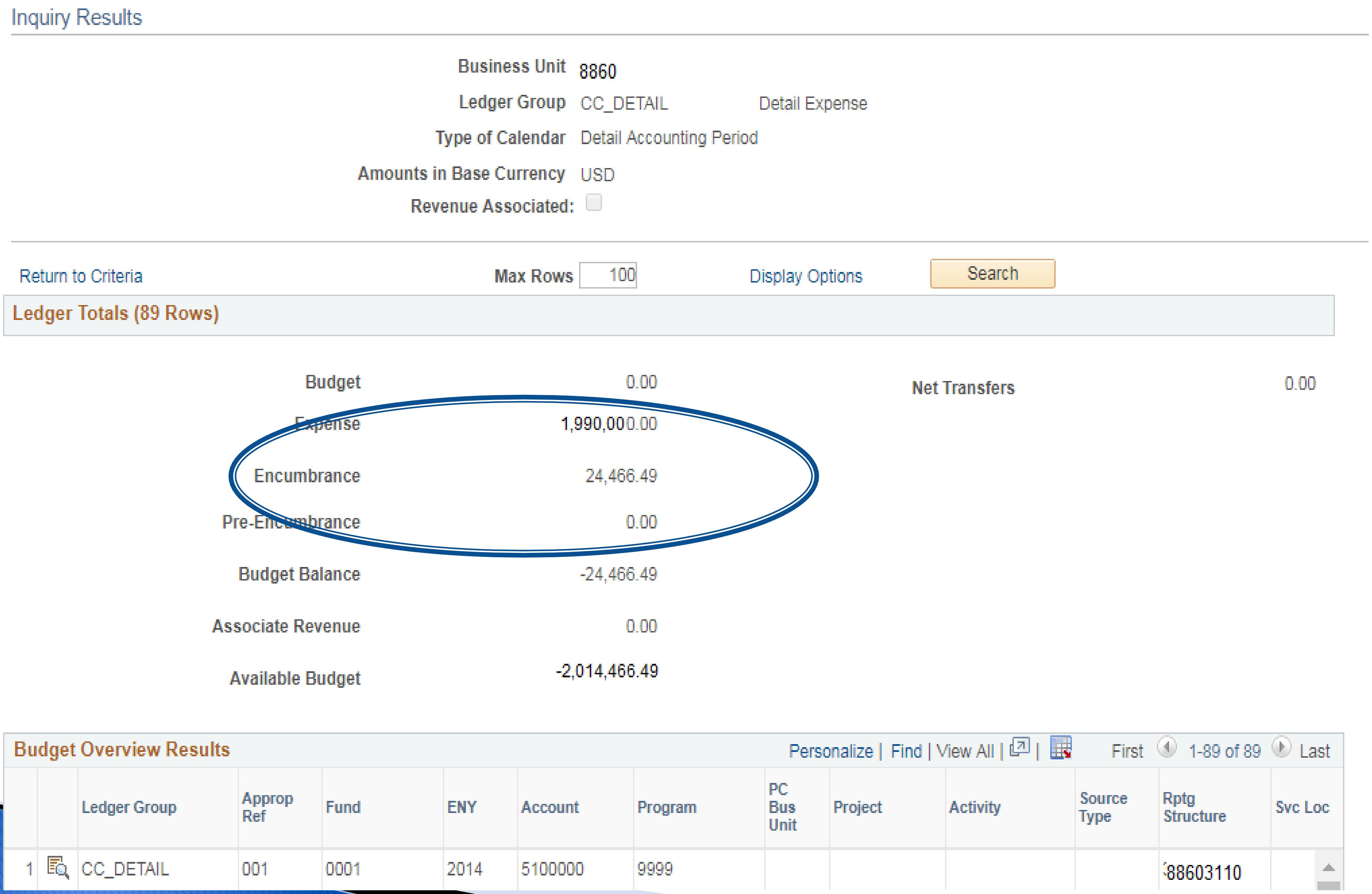
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
Rptg Structure	%	%	ℹ		Update/Add
Svc Loc	%	%	ℹ		Update/Add
ENY	%	%	ℹ		Update/Add
Fund	%	%	ℹ		Update/Add
Program	9999	%	ℹ		Update/Add
Approp Ref	%	%	ℹ		Update/Add

Budget Status

☑ Open

☑ Closed

☑ Hold



Inquiry Results

Business Unit 8860

Ledger Group CC_DETAIL Detail Expense

Type of Calendar Detail Accounting Period

Amounts in Base Currency USD

Revenue Associated: ☐

Return to Criteria
Max Rows 100
Display Options
Search

Ledger Totals (89 Rows)

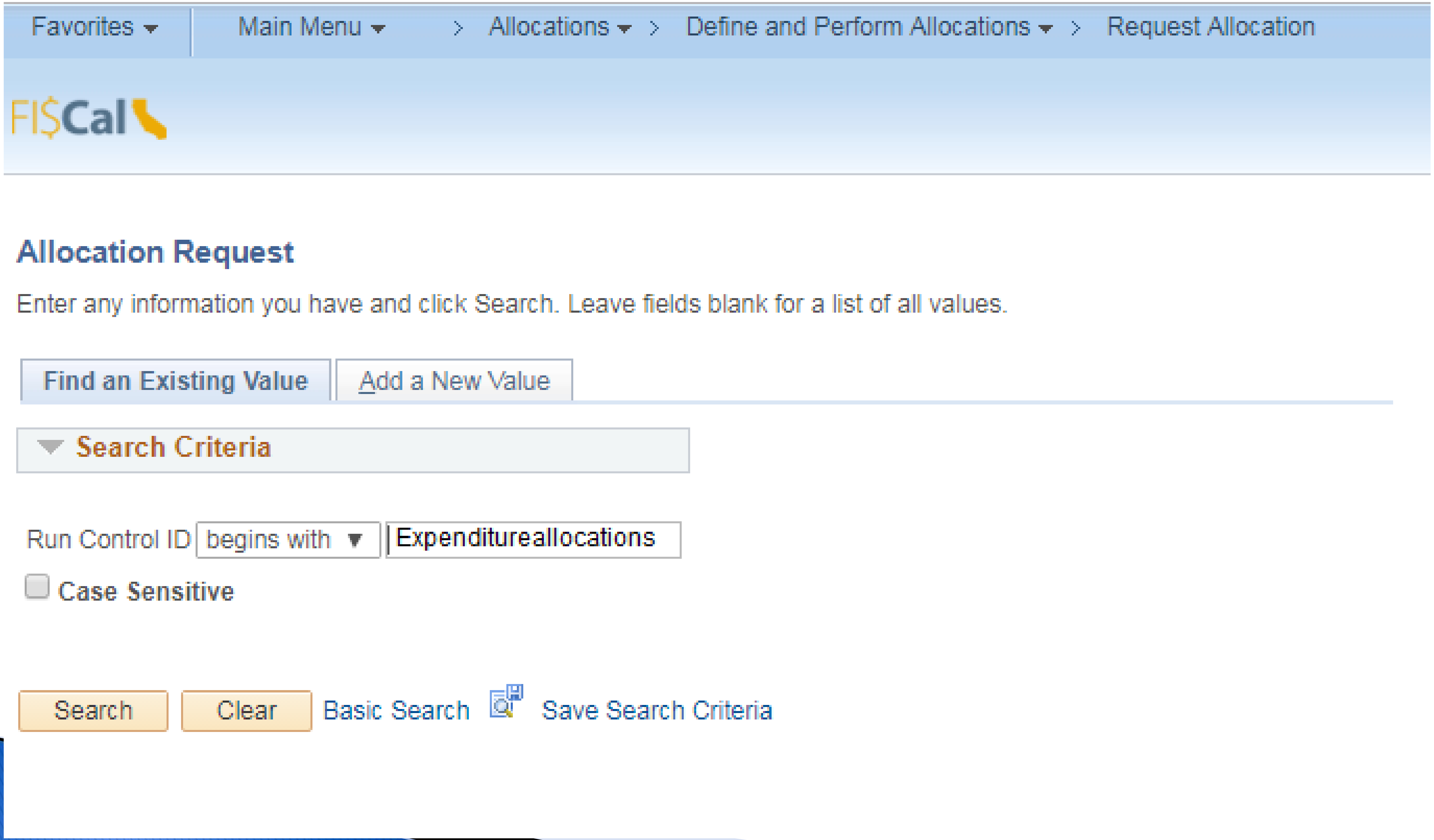
Budget	0.00	**Net Transfers**	0.00
Expense	1,990,000.00		
Encumbrance	24,466.49		
Pre-Encumbrance	0.00		
Budget Balance	-24,466.49		
Associate Revenue	0.00		
Available Budget	-2,014,466.49		

Budget Overview Results

Personalize | Find | View All |
First 1-89 of 89 Last

	Ledger Group	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project	Activity	Source Type	Rptg Structure	Svc Loc
1	CC_DETAIL	001	0001	2014	5100000	9999					88603110	

Running Allocations



Favorites
Main Menu
Allocations
Define and Perform Allocations
Request Allocation
FI$Cal

Allocation Request

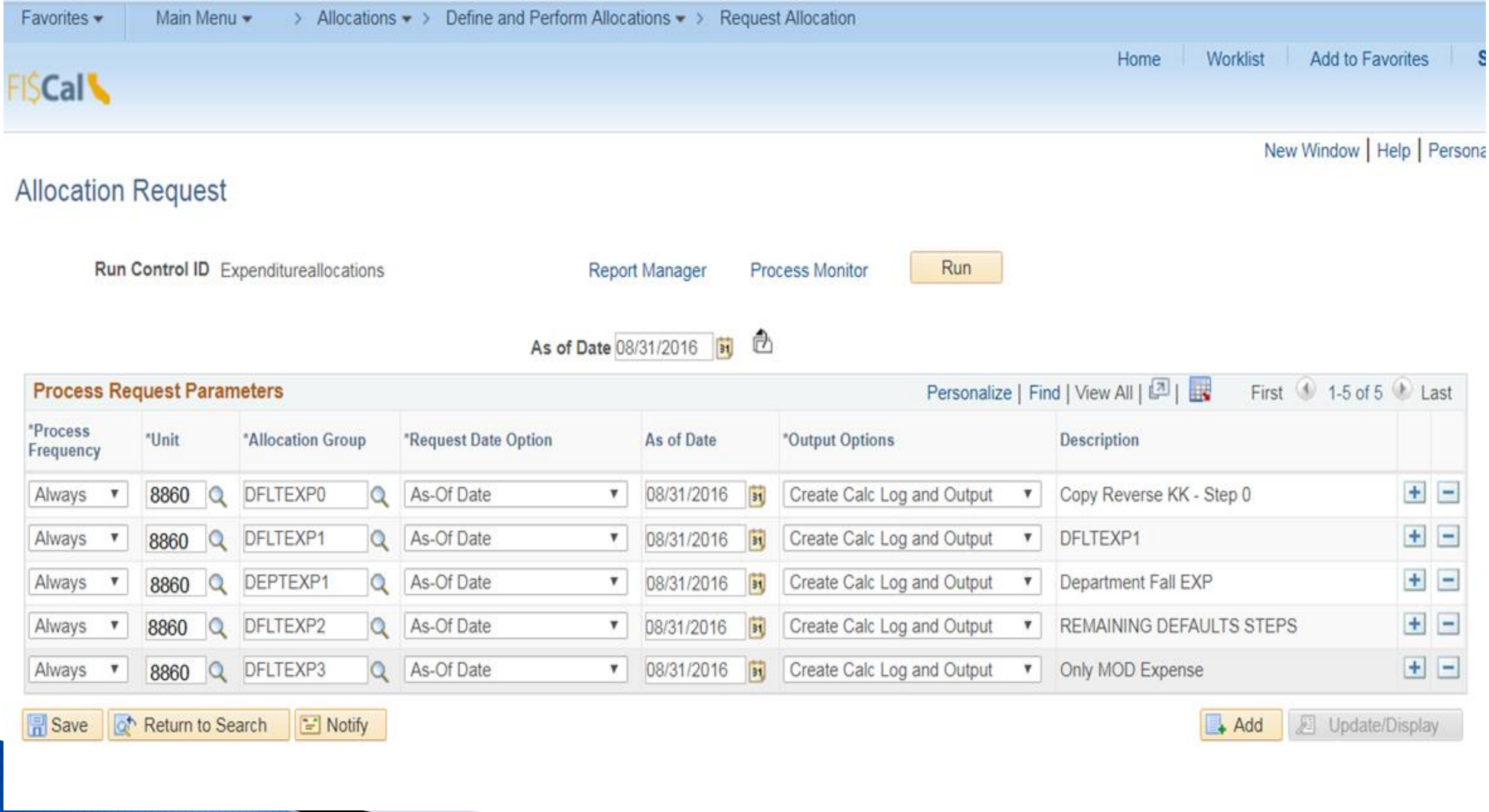
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria

Run Control ID begins with Expenditureallocations

☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria


Favorites
Main Menu
Allocations
Define and Perform Allocations
Request Allocation
FI$Cal
Home
Worklist
Add to Favorites
New Window | Help | Persona
Report Manager
Process Monitor
Run
Personalize | Find | View All |
First 1-5 of 5 Last
Save
Return to Search
Notify
Add
Update/Display

Allocation Request

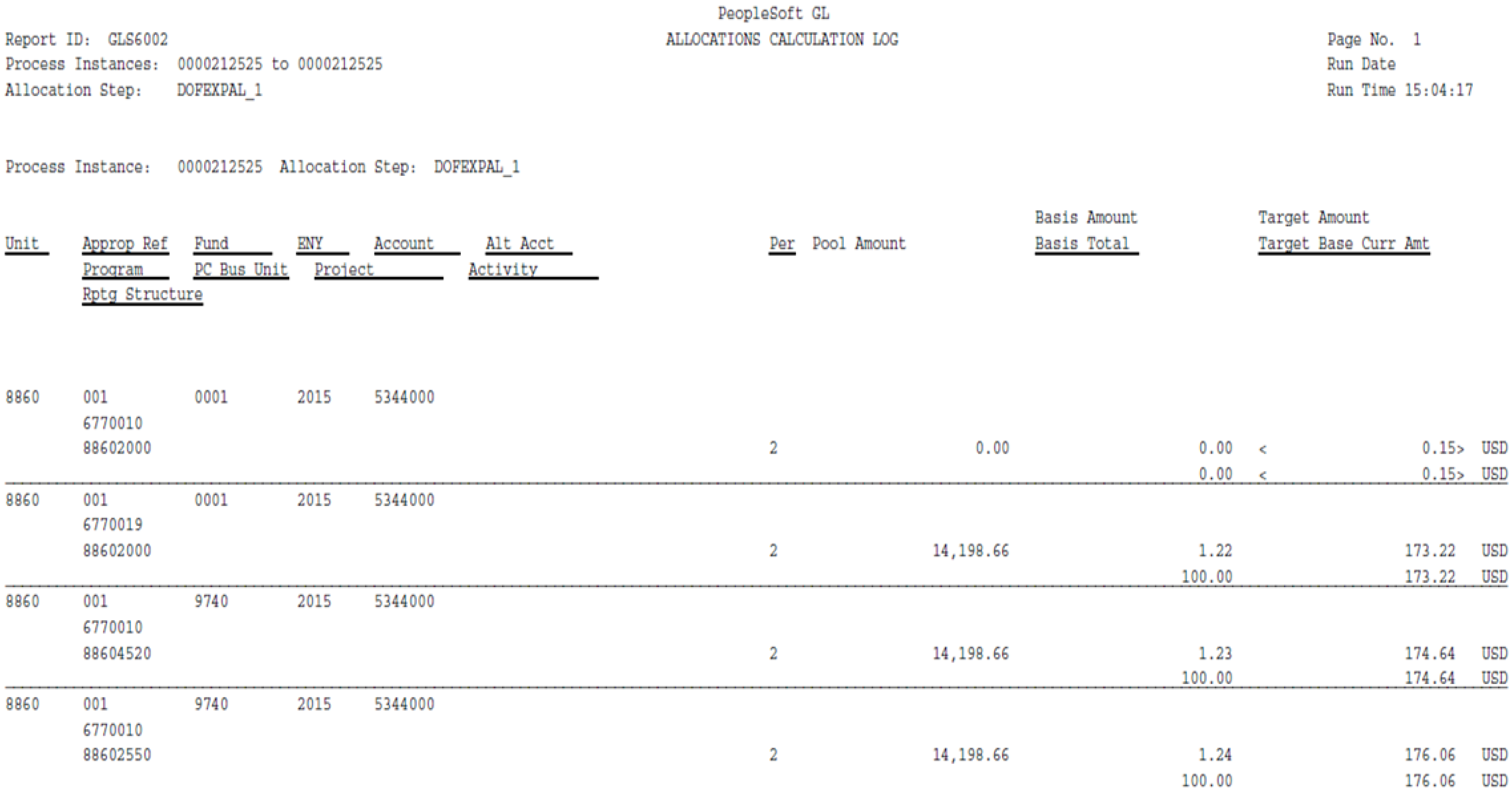
Run Control ID Expenditureallocations

As of Date 08/31/2016

Process Request Parameters

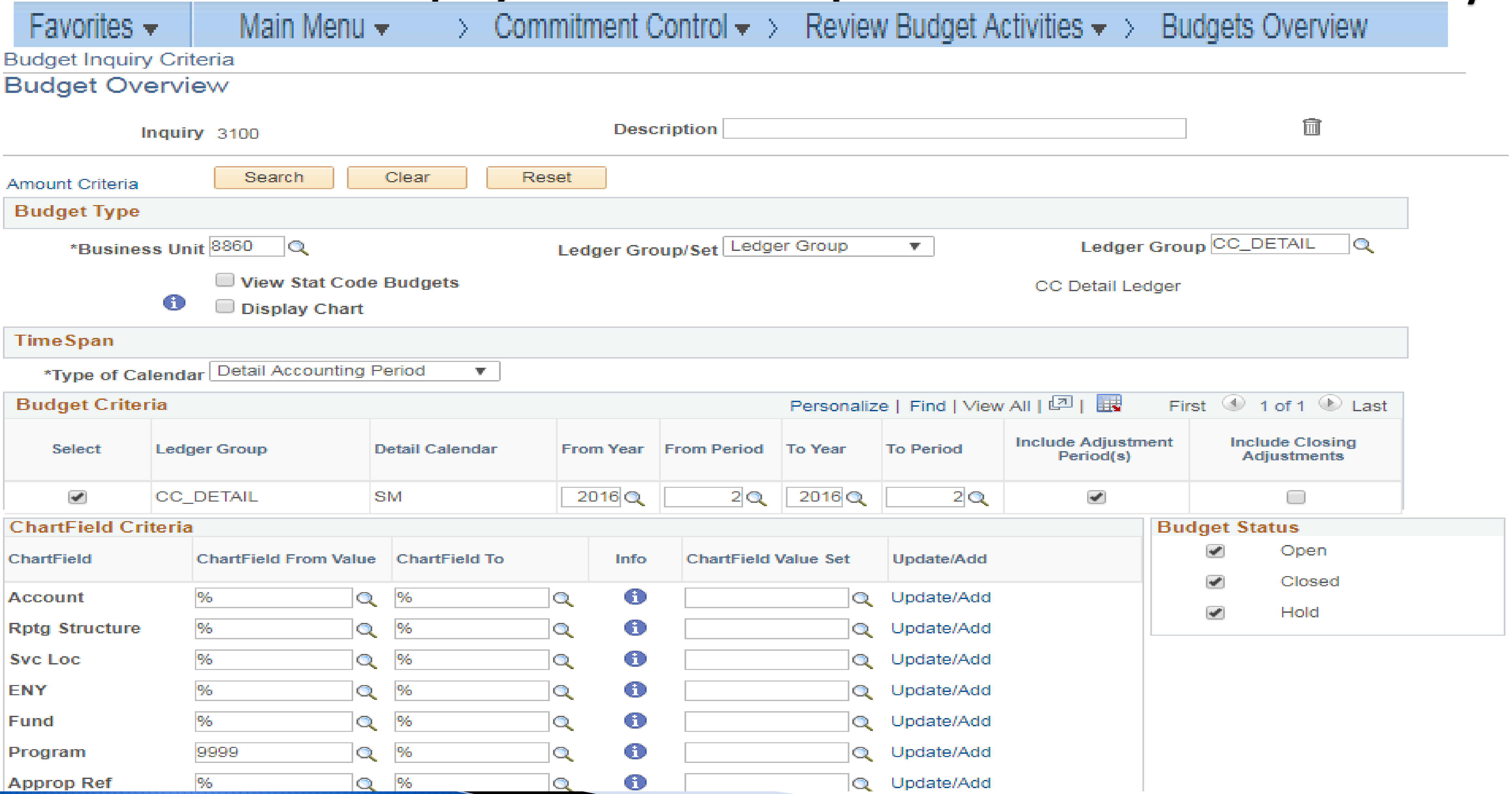
*Process Frequency	*Unit	*Allocation Group	*Request Date Option	As of Date	*Output Options	Description
Always	8860	DFLTEXP0	As-Of Date	08/31/2016	Create Calc Log and Output	Copy Reverse KK - Step 0
Always	8860	DFLTEXP1	As-Of Date	08/31/2016	Create Calc Log and Output	DFLTEXP1
Always	8860	DEPTEXP1	As-Of Date	08/31/2016	Create Calc Log and Output	Department Fall EXP
Always	8860	DFLTEXP2	As-Of Date	08/31/2016	Create Calc Log and Output	REMAINING DEFAULTS STEPS
Always	8860	DFLTEXP3	As-Of Date	08/31/2016	Create Calc Log and Output	Only MOD Expense

Example of Allocation Calculation Log



```
                                                      PeopleSoft GL
Report ID:  GLS6002                                ALLOCATIONS CALCULATION LOG                                    Page No.  1
Process Instances:  0000212525 to 0000212525                                                                       Run Date
Allocation Step:    DOFEXPAL_1                                                                                     Run Time 15:04:17


Process Instance:   0000212525  Allocation Step:  DOFEXPAL_1

                                                                                     Basis Amount           Target Amount
Unit     Approp Ref  Fund        ENY      Account      Alt Acct                  Per  Pool Amount            Basis Total            Target Base Curr Amt
         Program     PC Bus Unit  Project          Activity
         Rptg Structure



8860     001         0001        2015     5344000
         6770010
         88602000                                                              2              0.00               0.00  <          0.15>  USD
                                                                                                                   0.00  <          0.15>  USD
---------------------------------------------------------------------------------------------------------------------------------------------
8860     001         0001        2015     5344000
         6770019
         88602000                                                              2         14,198.66               1.22             173.22   USD
                                                                                                                 100.00             173.22   USD
---------------------------------------------------------------------------------------------------------------------------------------------
8860     001         9740        2015     5344000
         6770010
         88604520                                                              2         14,198.66               1.23             174.64   USD
                                                                                                                 100.00             174.64   USD
---------------------------------------------------------------------------------------------------------------------------------------------
8860     001         9740        2015     5344000
         6770010
         88602550                                                              2         14,198.66               1.24             176.06   USD
                                                                                                                 100.00             176.06   USD
---------------------------------------------------------------------------------------------------------------------------------------------
```

Review Budget Overview Results After you run Allocations. Expenses by Fiscal Year and Period will display. Click on the Expense amount to obtain Activity Log.


Favorites ▾
Main Menu ▾
› Commitment Control ▾
› Review Budget Activities ▾
› Budgets Overview
Budget Inquiry Criteria
Search
Clear
Reset
Amount Criteria
Personalize | Find | View All |
First 1 of 1 Last

Budget Overview

Inquiry 3100

Description

Budget Type

***Business Unit** 8860

Ledger Group/Set Ledger Group

Ledger Group CC_DETAIL

CC Detail Ledger

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

***Type of Calendar** Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_DETAIL	SM	2016	2	2016	2	☑	☐

ChartField Criteria

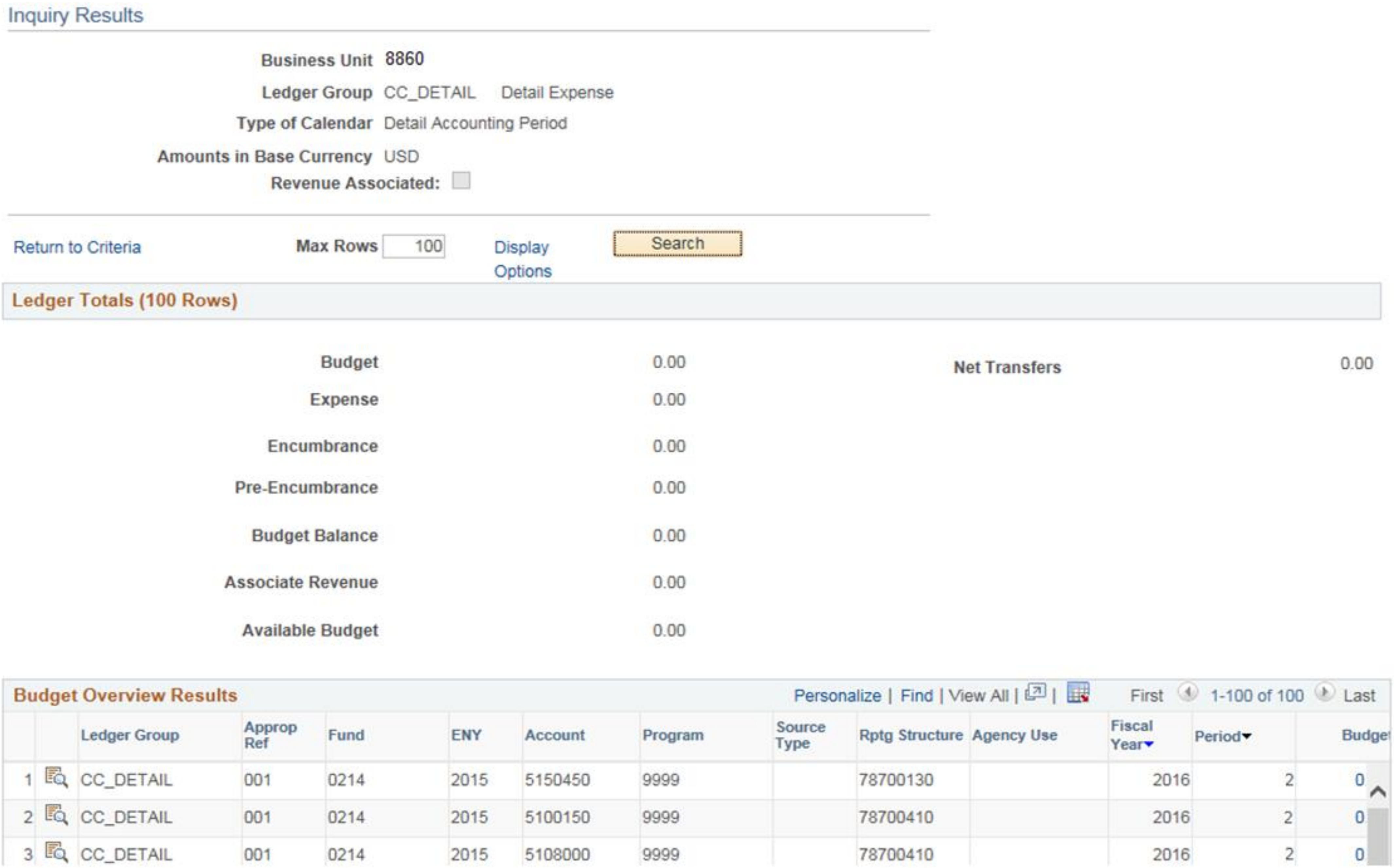
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
Rptg Structure	%	%	ℹ		Update/Add
Svc Loc	%	%	ℹ		Update/Add
ENY	%	%	ℹ		Update/Add
Fund	%	%	ℹ		Update/Add
Program	9999	%	ℹ		Update/Add
Approp Ref	%	%	ℹ		Update/Add

Budget Status

☑ Open

☑ Closed

☑ Hold



Inquiry Results

Business Unit 8860

Ledger Group CC_DETAIL Detail Expense

Type of Calendar Detail Accounting Period

Amounts in Base Currency USD

Revenue Associated: ☐

Return to Criteria
Max Rows 100
Display Options
Search

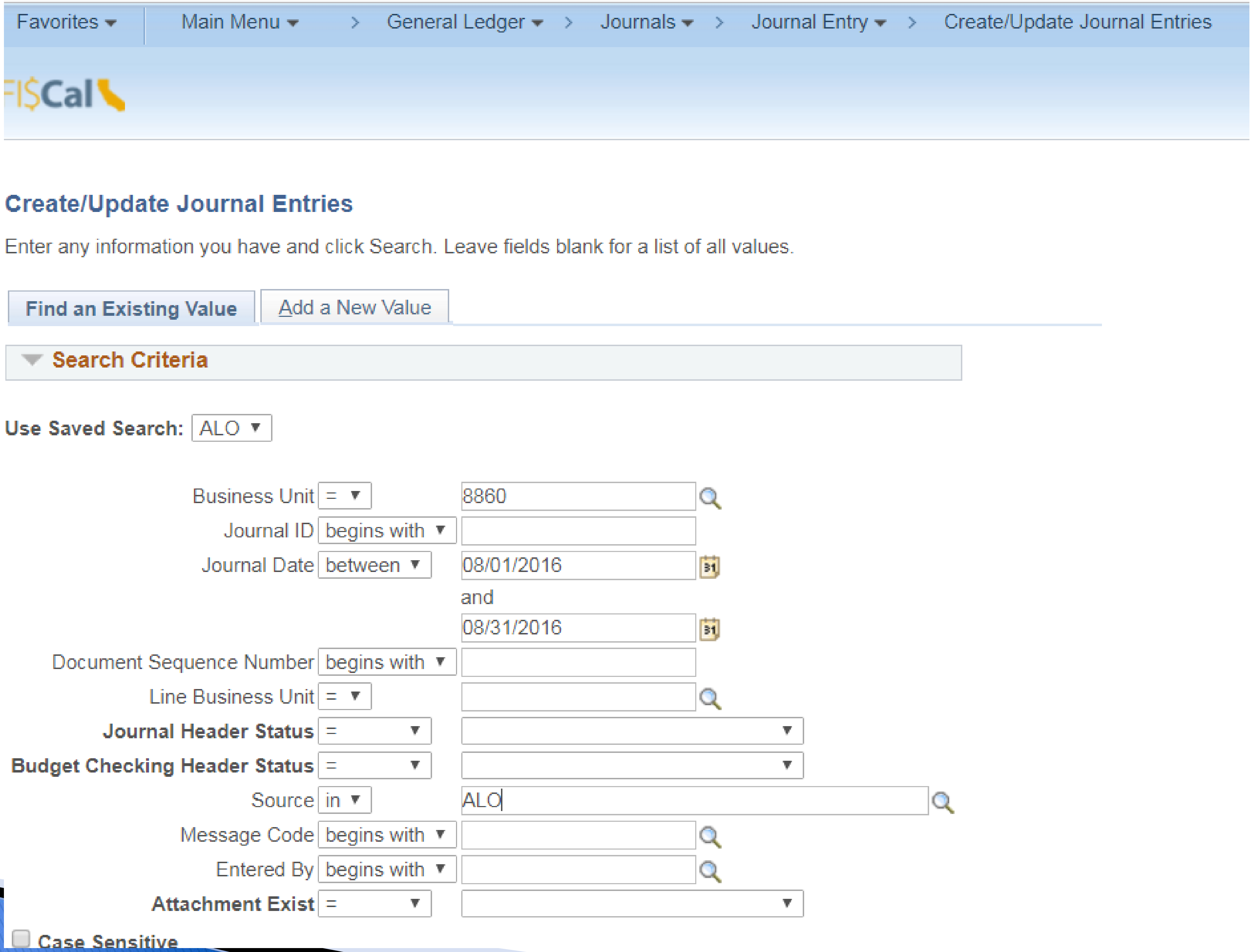
Ledger Totals (100 Rows)

Budget	0.00	**Net Transfers**	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	0.00		
Associate Revenue	0.00		
Available Budget	0.00		

Budget Overview Results

Personalize | Find | View All |
First 1-100 of 100 Last

	Ledger Group	Approp Ref	Fund	ENY	Account	Program	Source Type	Rptg Structure	Agency Use	Fiscal Year	Period	Budge
1	CC_DETAIL	001	0214	2015	5150450	9999		78700130		2016	2	0
2	CC_DETAIL	001	0214	2015	5100150	9999		78700410		2016	2	0
3	CC_DETAIL	001	0214	2015	5108000	9999		78700410		2016	2	0


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
FI$Cal

Create/Update Journal Entries

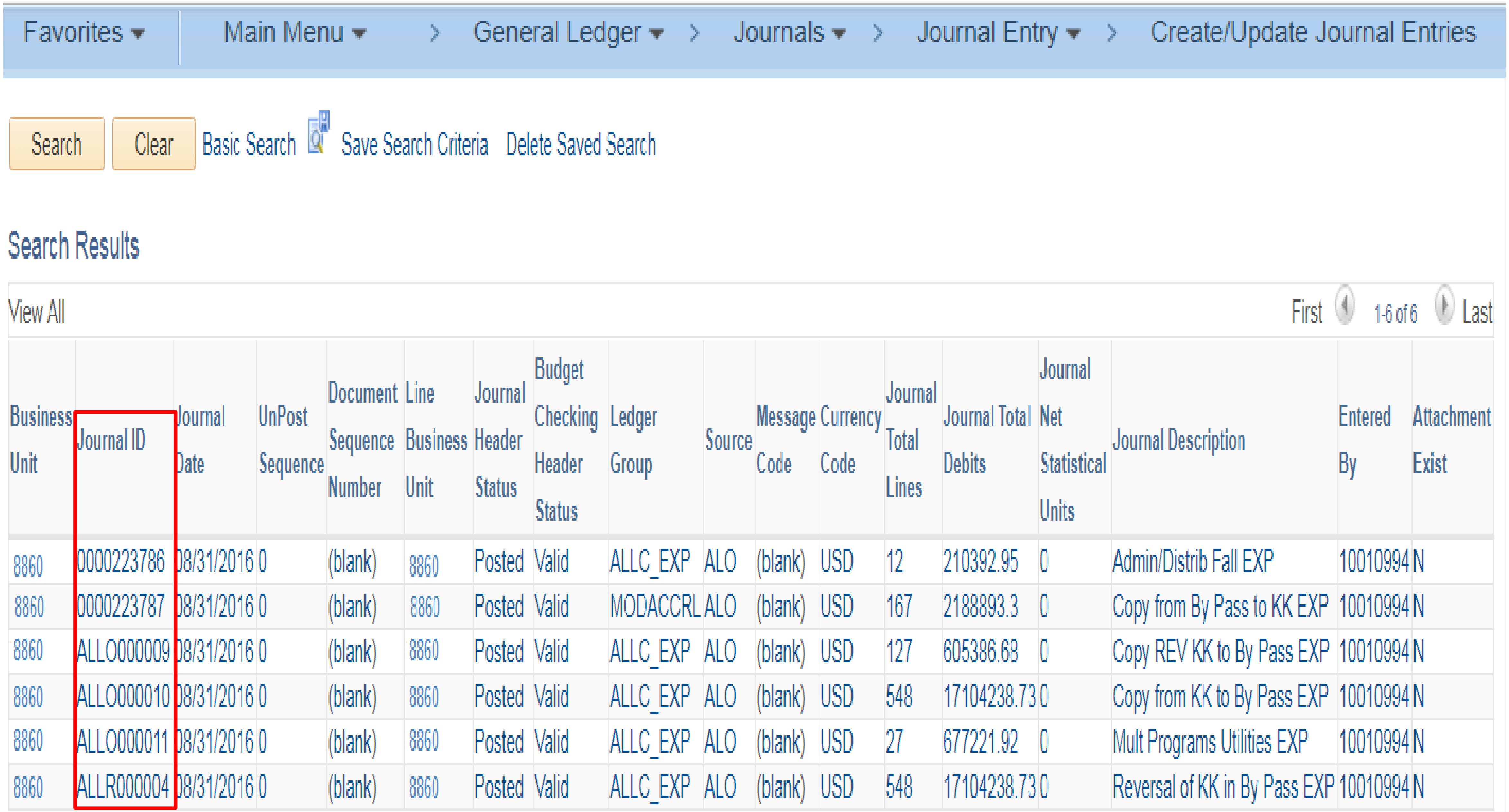
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria

Use Saved Search: ALO

Business Unit	=	8860
Journal ID	begins with	
Journal Date	between	08/01/2016 and 08/31/2016
Document Sequence Number	begins with	
Line Business Unit	=	
Journal Header Status	=	
Budget Checking Header Status	=	
Source	in	ALO
Message Code	begins with	
Entered By	begins with	
Attachment Exist	=	

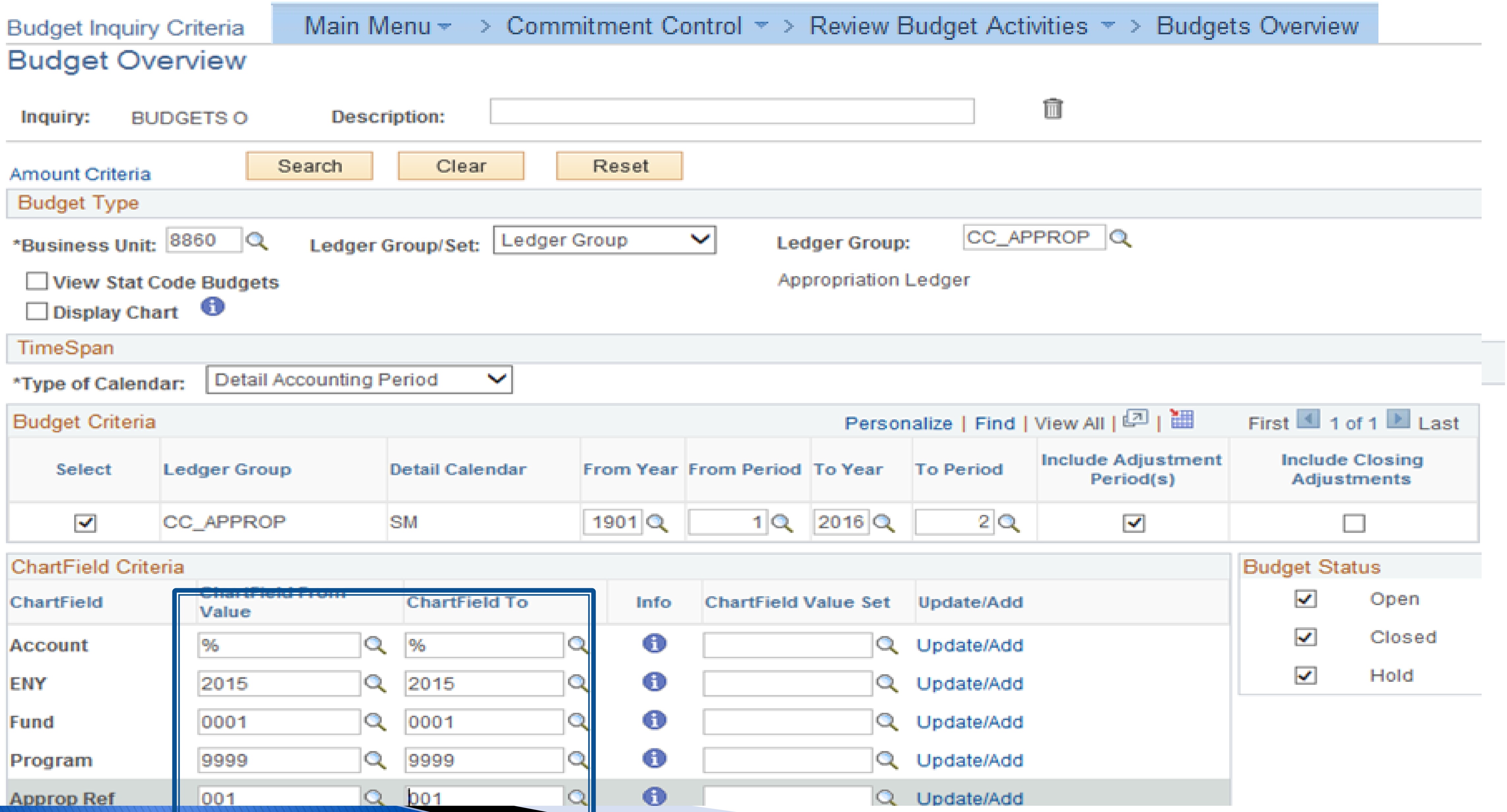
☐ **Case Sensitive**


Favorites
Main Menu
General Ledger
Journals
Journal Entry
Create/Update Journal Entries
Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search
View All
First
1-6 of 6
Last

Search Results

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Message Code	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist
8860	0000223786	08/31/2016	0	(blank)	8860	Posted	Valid	ALLC_EXP	ALO	(blank)	USD	12	210392.95	0	Admin/Distrib Fall EXP	10010994	N
8860	0000223787	08/31/2016	0	(blank)	8860	Posted	Valid	MODACCRL	ALO	(blank)	USD	167	2188893.3	0	Copy from By Pass to KK EXP	10010994	N
8860	ALLO000009	08/31/2016	0	(blank)	8860	Posted	Valid	ALLC_EXP	ALO	(blank)	USD	127	605386.68	0	Copy REV KK to By Pass EXP	10010994	N
8860	ALLO000010	08/31/2016	0	(blank)	8860	Posted	Valid	ALLC_EXP	ALO	(blank)	USD	548	17104238.73	0	Copy from KK to By Pass EXP	10010994	N
8860	ALLO000011	08/31/2016	0	(blank)	8860	Posted	Valid	ALLC_EXP	ALO	(blank)	USD	27	677221.92	0	Mult Programs Utilities EXP	10010994	N
8860	ALLR000004	08/31/2016	0	(blank)	8860	Posted	Valid	ALLC_EXP	ALO	(blank)	USD	548	17104238.73	0	Reversal of KK in By Pass EXP	10010994	N

Clearing Account Expenditure Research


Budget Inquiry Criteria
Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Budget Overview

Inquiry: BUDGETS O **Description:**

Amount Criteria
Search
Clear
Reset

Budget Type

***Business Unit:** 8860 **Ledger Group/Set:** Ledger Group **Ledger Group:** CC_APPROP

Appropriation Ledger

☐ View Stat Code Budgets
☐ Display Chart

TimeSpan

***Type of Calendar:** Detail Accounting Period

Budget Criteria

Personalize | Find | View All | First 1 of 1 Last

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_APPROP	SM	1901	1	2016	2	☑	☐

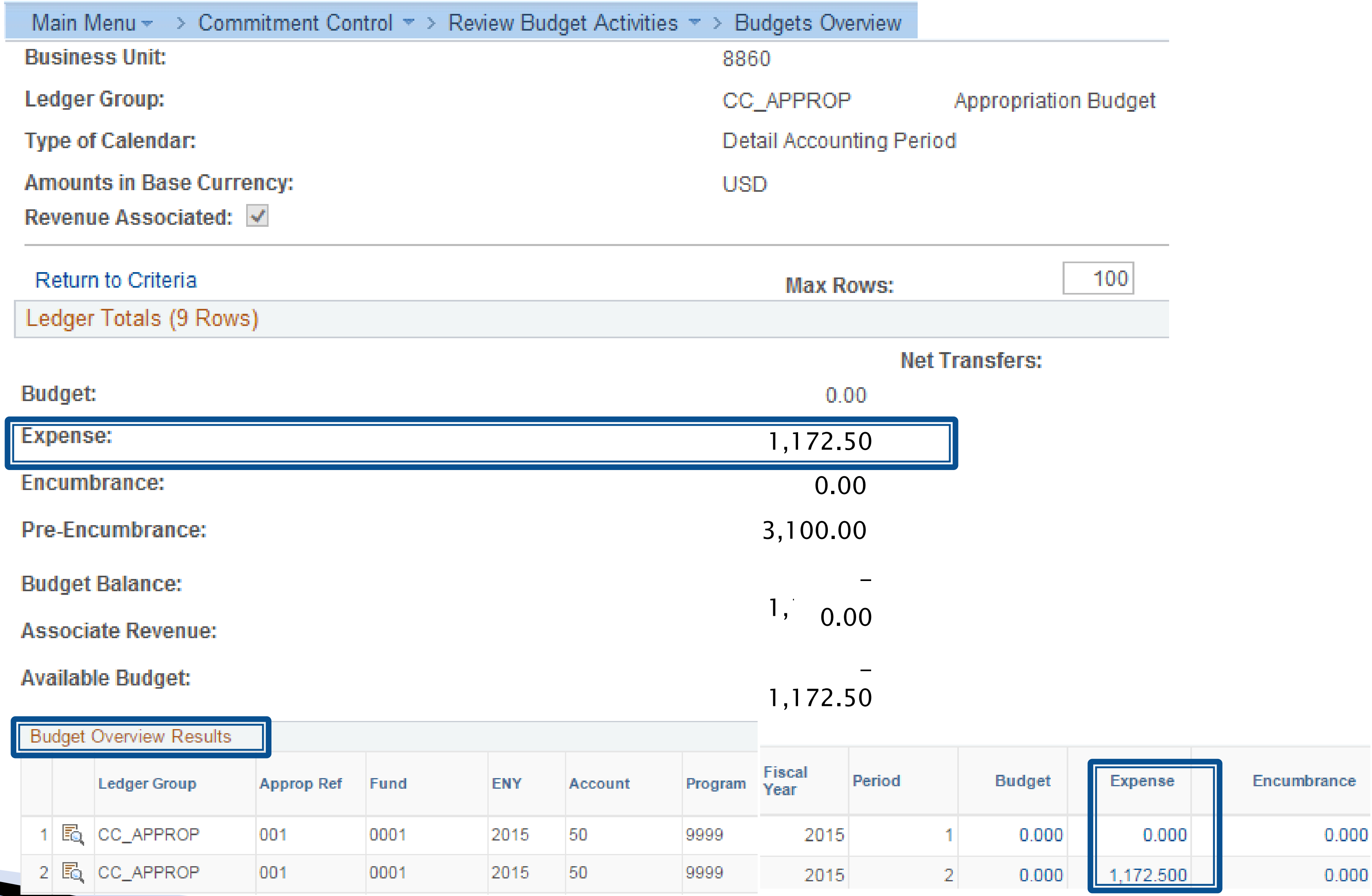
ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ⓘ		Update/Add
ENY	2015	2015	ⓘ		Update/Add
Fund	0001	0001	ⓘ		Update/Add
Program	9999	9999	ⓘ		Update/Add
Approp Ref	001	001	ⓘ		Update/Add

Budget Status

☑ Open
☑ Closed
☑ Hold

Review Budget Overview Results. Expenses by Fiscal Year and Period will display. Click on the Expense amount to obtain Activity Log.


Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
Return to Criteria
Ledger Totals (9 Rows)
Budget Overview Results

Business Unit: 8860

Ledger Group: CC_APPROP Appropriation Budget

Type of Calendar: Detail Accounting Period

Amounts in Base Currency: USD

Revenue Associated: ☑

Max Rows: 100

Net Transfers:

Budget: 0.00

Expense: 1,172.50

Encumbrance: 0.00

Pre-Encumbrance: 3,100.00

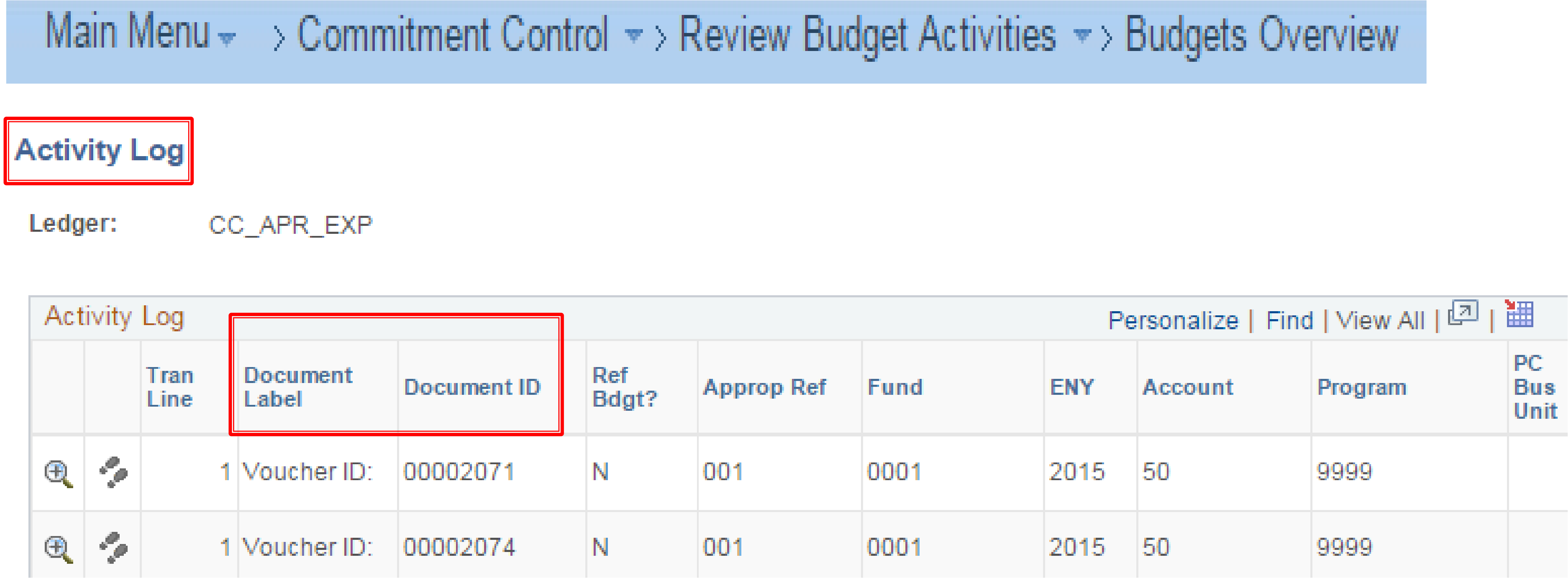
Budget Balance: – 1,

Associate Revenue: 0.00

Available Budget: – 1,172.50

		Ledger Group	Approp Ref	Fund	ENY	Account	Program	Fiscal Year	Period	Budget	Expense	Encumbrance
1		CC_APPROP	001	0001	2015	50	9999	2015	1	0.000	0.000	0.000
2		CC_APPROP	001	0001	2015	50	9999	2015	2	0.000	1,172.500	0.000

The Activity Log will display the Voucher ID and voucher information to assist you in researching Program 9999 Clearing Account Expenditures.



Main Menu ▾ › Commitment Control ▾ › Review Budget Activities ▾ › Budgets Overview

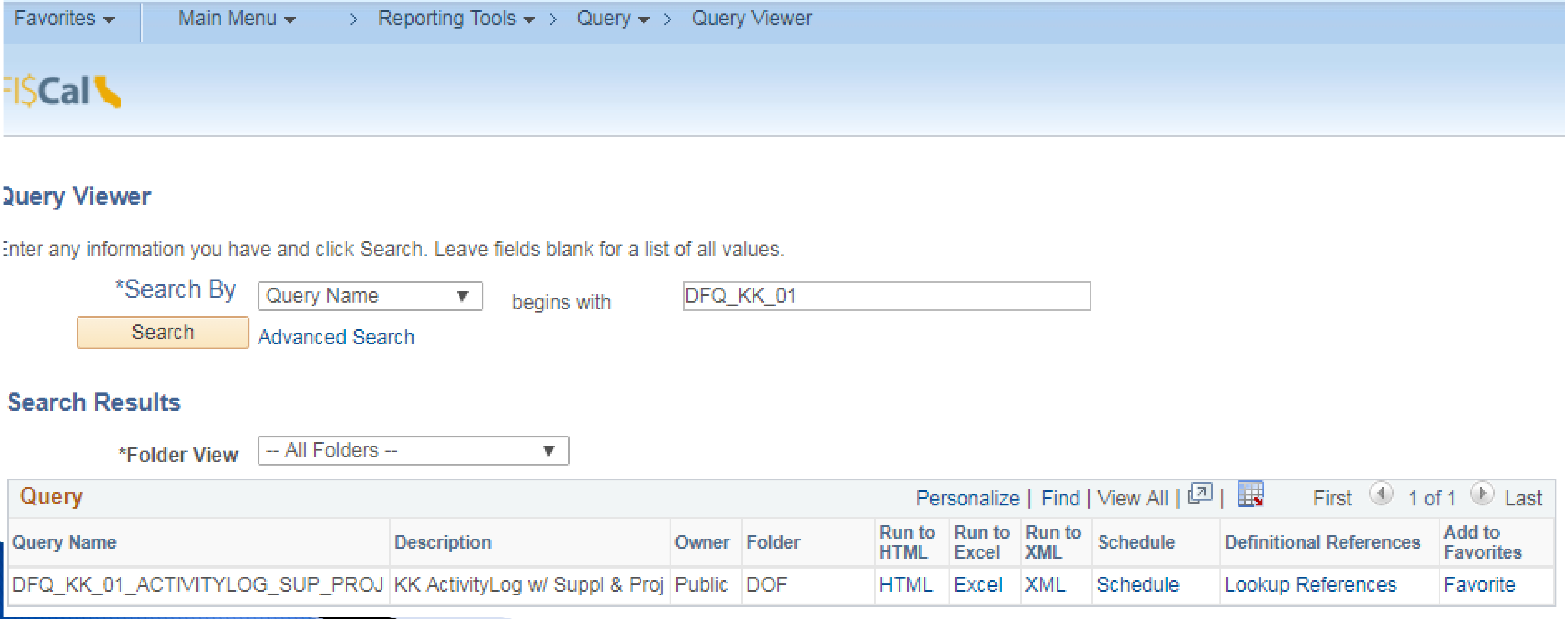
Activity Log

Ledger: CC_APR_EXP

Activity Log

		Tran Line	Document Label	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program	PC Bus Unit
🔍	👣	1	Voucher ID:	00002071	N	001	0001	2015	50	9999	
🔍	👣	1	Voucher ID:	00002074	N	001	0001	2015	50	9999	

Additional Query:
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ


Favorites ▾
Main Menu ▾
> Reporting Tools ▾ > Query ▾ > Query Viewer
FI$Cal

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with DFQ_KK_01

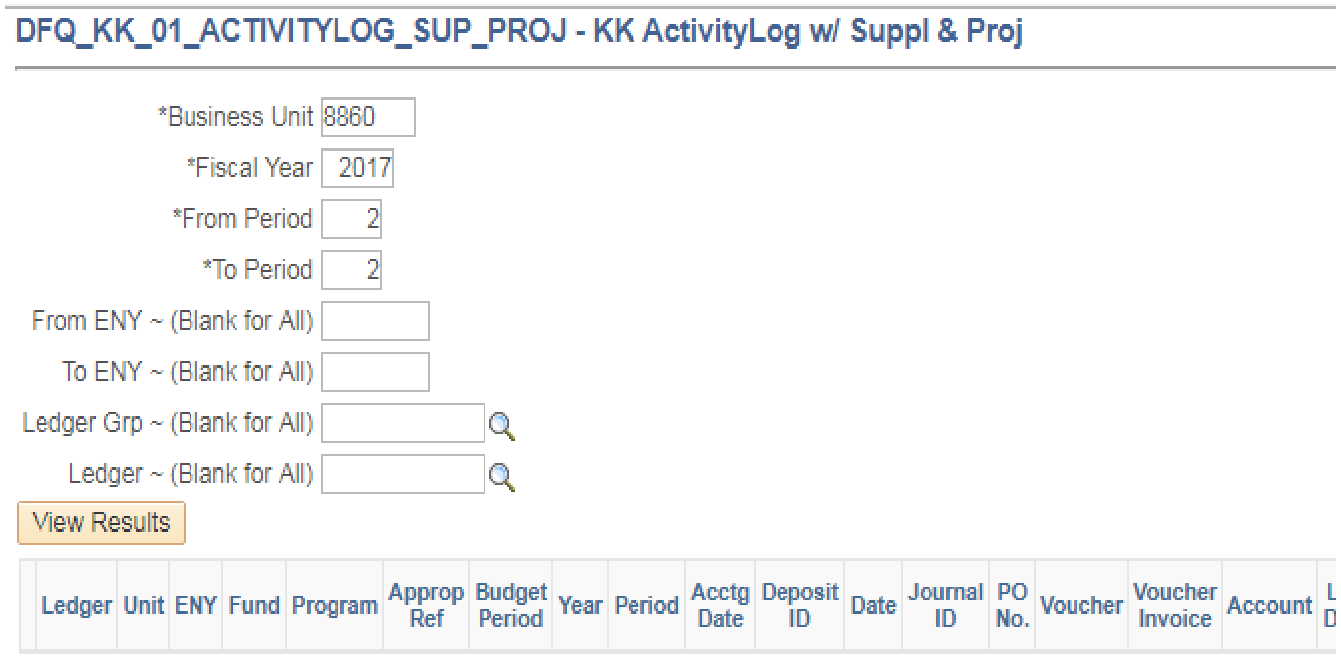
Search
Advanced Search

Search Results

*Folder View: -- All Folders -- ▼

Query
Personalize | Find | View All | |
First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ	KK ActivityLog w/ Suppl & Proj	Public	DOF	HTML	Excel	XML	Schedule	Lookup References	Favorite



DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 8860

*Fiscal Year 2017

*From Period 2

*To Period 2

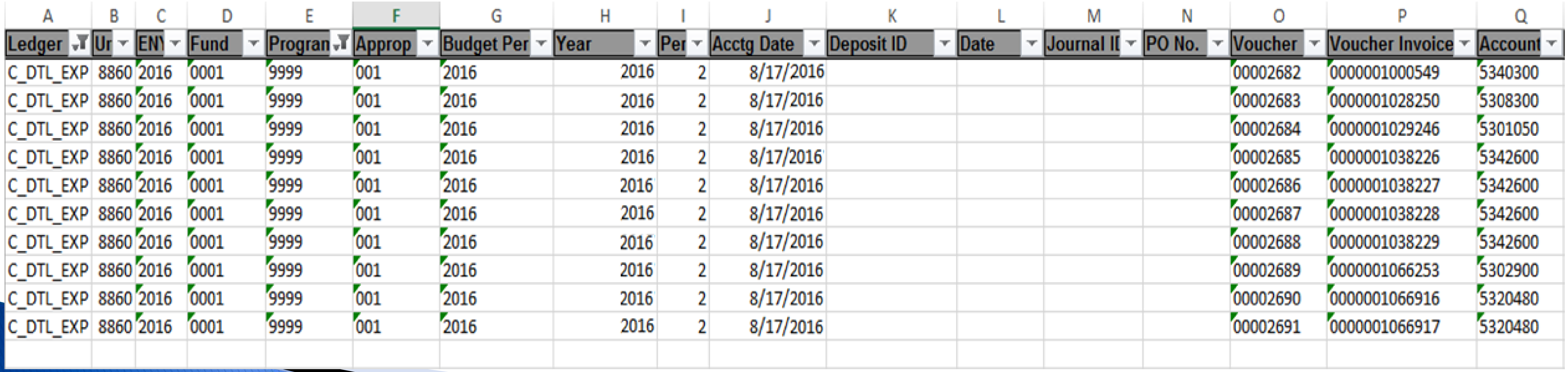
From ENY ~ (Blank for All)

To ENY ~ (Blank for All)

Ledger Grp ~ (Blank for All)

Ledger ~ (Blank for All)

Ledger	Unit	ENY	Fund	Program	Approp Ref	Budget Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Ledger	Ur	EN	Fund	Progran	Approp	Budget Per	Year	Per	Acctg Date	Deposit ID	Date	Journal II	PO No.	Voucher	Voucher Invoice	Account
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002682	000001000549	5340300
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002683	000001028250	5308300
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002684	000001029246	5301050
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002685	000001038226	5342600
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002686	000001038227	5342600
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002687	000001038228	5342600
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002688	000001038229	5342600
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002689	000001066253	5302900
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002690	000001066916	5320480
C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	2	8/17/2016					00002691	000001066917	5320480

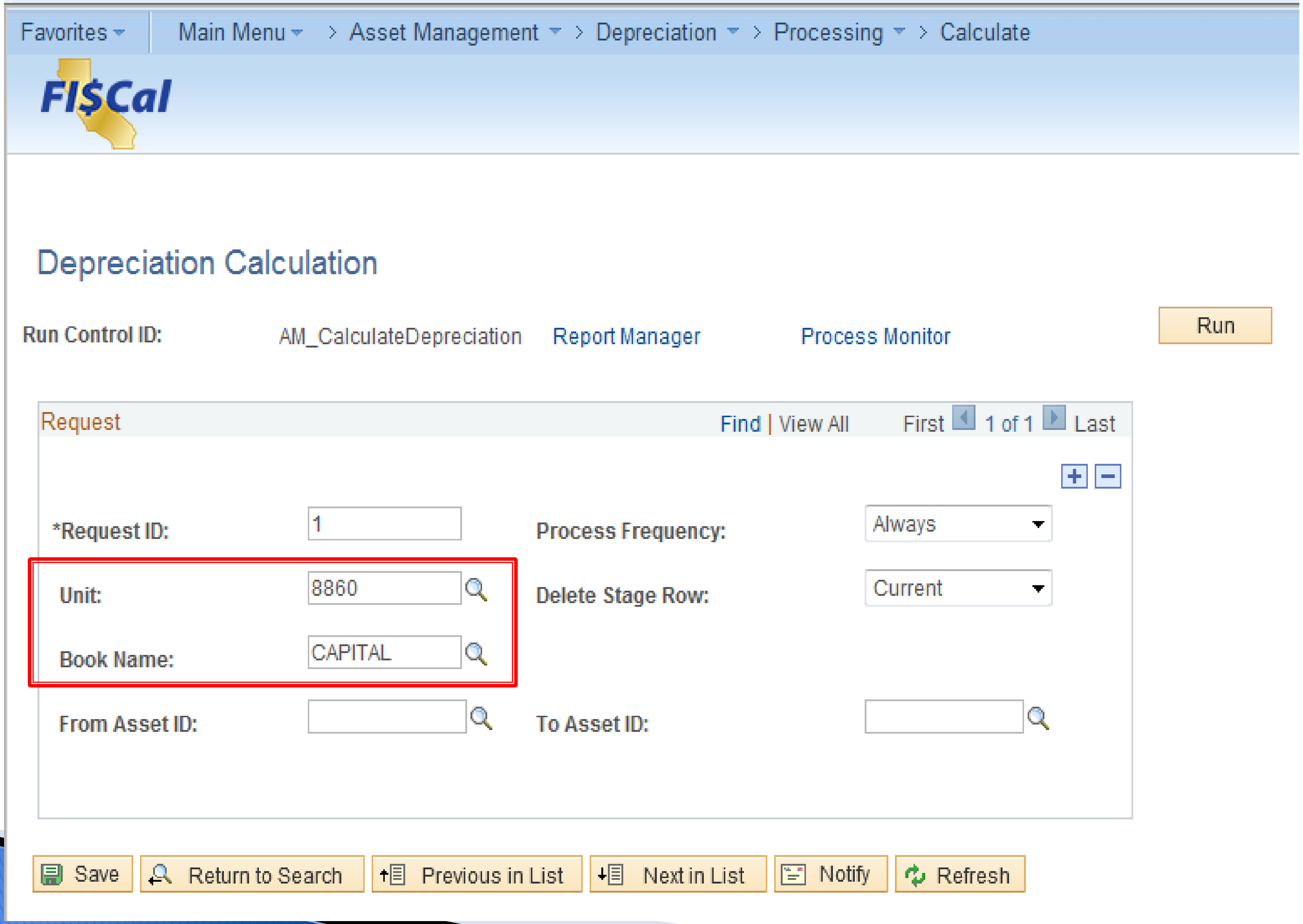
Run Depreciation Close

Depreciation Close Processes

Department has to run the Depreciation Close Process:

1. Calculate Depreciation
2. Create Accounting Entries
3. Depreciation Close (Month-End)
4. Validate Posting of Month End Journal Entries

1. Calculate Depreciation Day 1


Favorites
Main Menu
Asset Management
Depreciation
Processing
Calculate
FI$Cal

Depreciation Calculation

Run Control ID: AM_CalculateDepreciation

Report Manager
Process Monitor
Run
Request
Find | View All
First 1 of 1 Last

*Request ID: 1

Process Frequency: Always

Unit: 8860

Delete Stage Row: Current

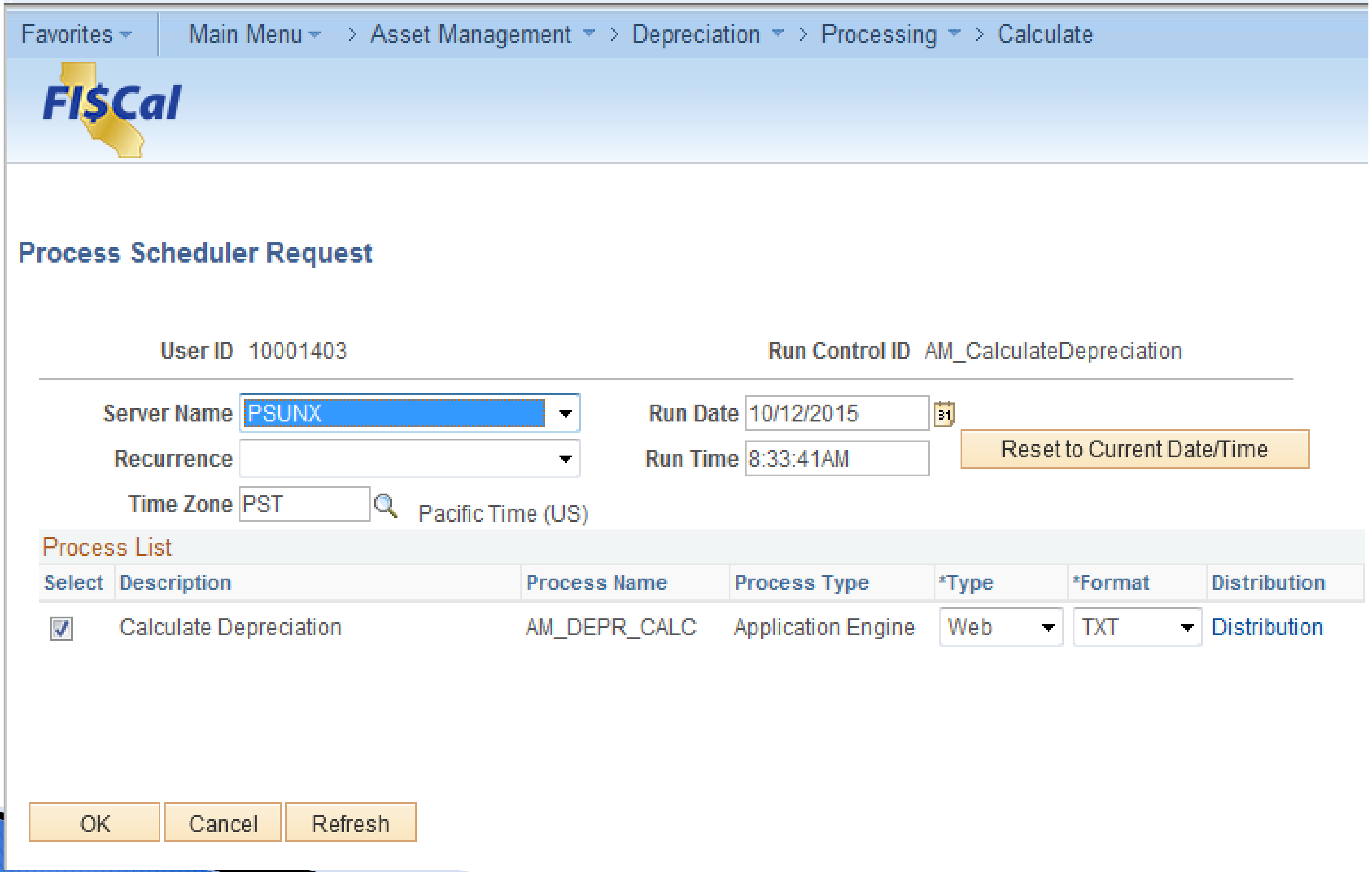
Book Name: CAPITAL

From Asset ID:

To Asset ID:

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

1. Calculate Depreciation (cont'd)


Favorites
Main Menu > Asset Management > Depreciation > Processing > Calculate
FI$Cal

Process Scheduler Request

User ID 10001403

Run Control ID AM_CalculateDepreciation

Server Name PSUNX

Recurrence

Time Zone PST Pacific Time (US)

Run Date 10/12/2015

Run Time 8:33:41AM

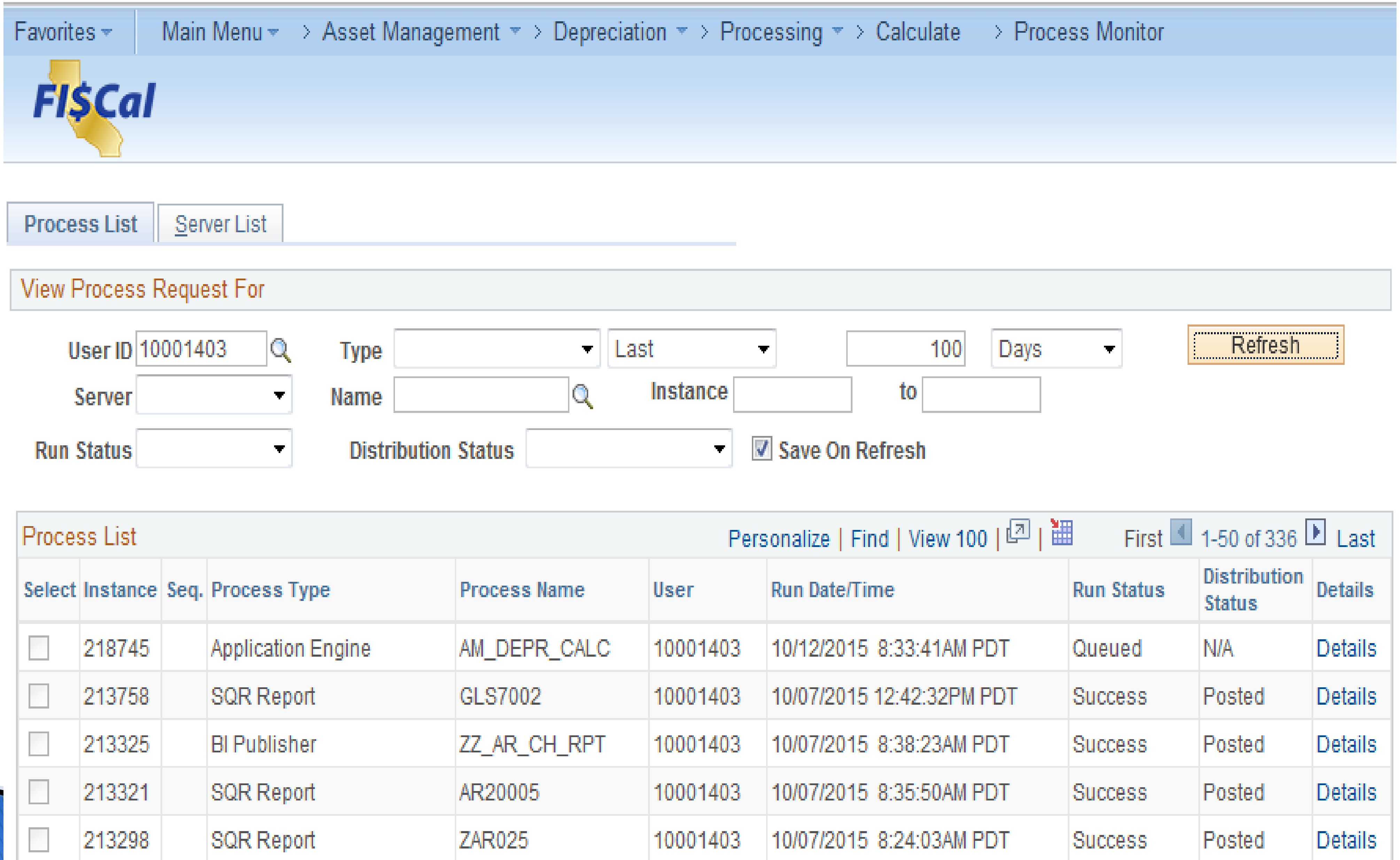
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Calculate Depreciation	AM_DEPR_CALC	Application Engine	Web	TXT	Distribution

OK
Cancel
Refresh

1. Calculate Depreciation (cont'd)


Favorites
Main Menu
Asset Management
Depreciation
Processing
Calculate
Process Monitor
FI$Cal
Process List
Server List
Refresh
Personalize | Find | View 100
First
Last

View Process Request For

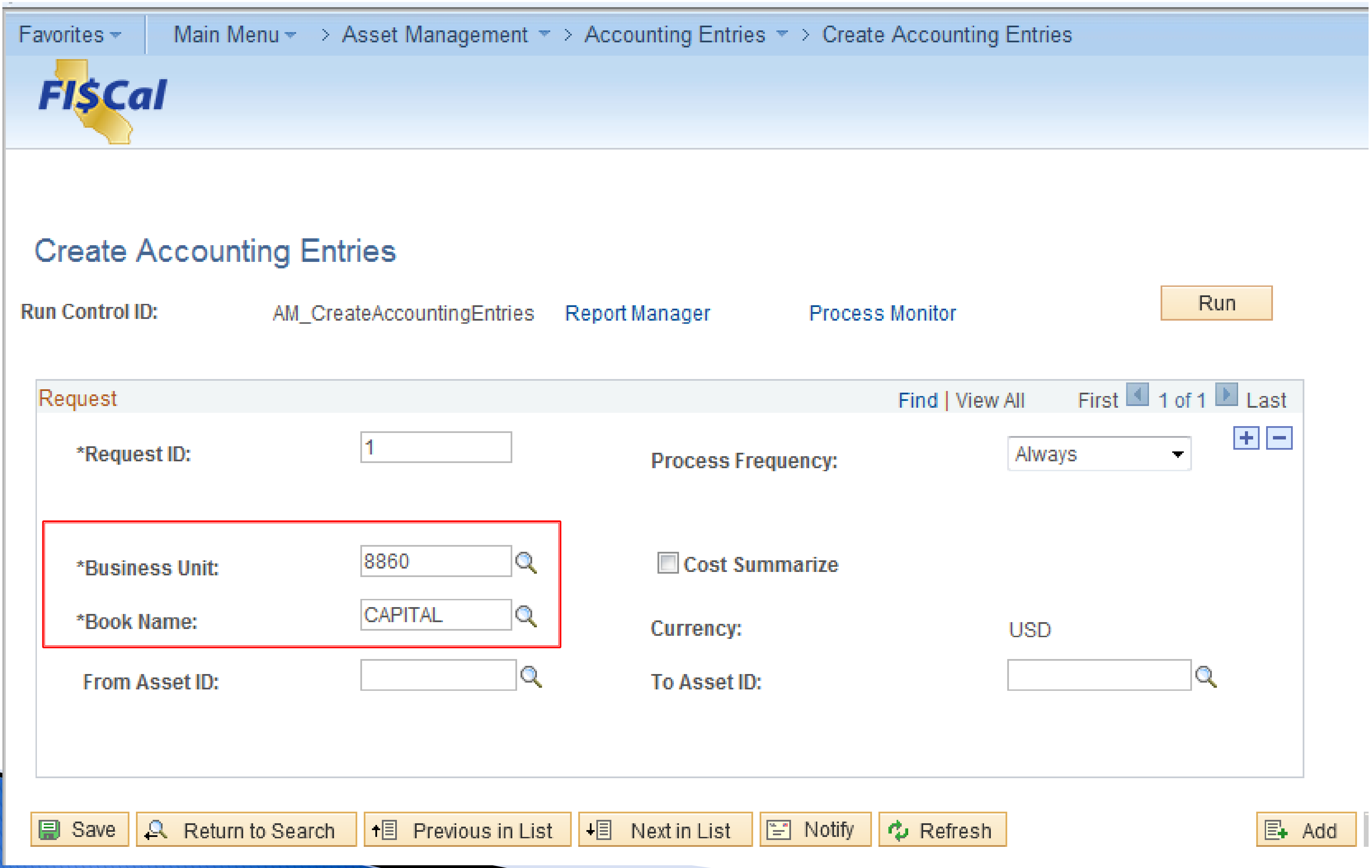
User ID 10001403
Type
Last
100 Days
Server
Name
Instance
to
Run Status
Distribution Status
☑ Save On Refresh

Process List

1-50 of 336

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	218745		Application Engine	AM_DEPR_CALC	10001403	10/12/2015 8:33:41AM PDT	Queued	N/A	Details
☐	213758		SQR Report	GLS7002	10001403	10/07/2015 12:42:32PM PDT	Success	Posted	Details
☐	213325		BI Publisher	ZZ_AR_CH_RPT	10001403	10/07/2015 8:38:23AM PDT	Success	Posted	Details
☐	213321		SQR Report	AR20005	10001403	10/07/2015 8:35:50AM PDT	Success	Posted	Details
☐	213298		SQR Report	ZAR025	10001403	10/07/2015 8:24:03AM PDT	Success	Posted	Details

2. Create Accounting Entries


Favorites
Main Menu
Asset Management
Accounting Entries
Create Accounting Entries
FI$Cal

Create Accounting Entries

Run Control ID: AM_CreateAccountingEntries

Report Manager
Process Monitor
Run
Request
Find | View All
First
1 of 1
Last

*Request ID: 1

Process Frequency: Always

*Business Unit: 8860

*Book Name: CAPITAL

☐ Cost Summarize

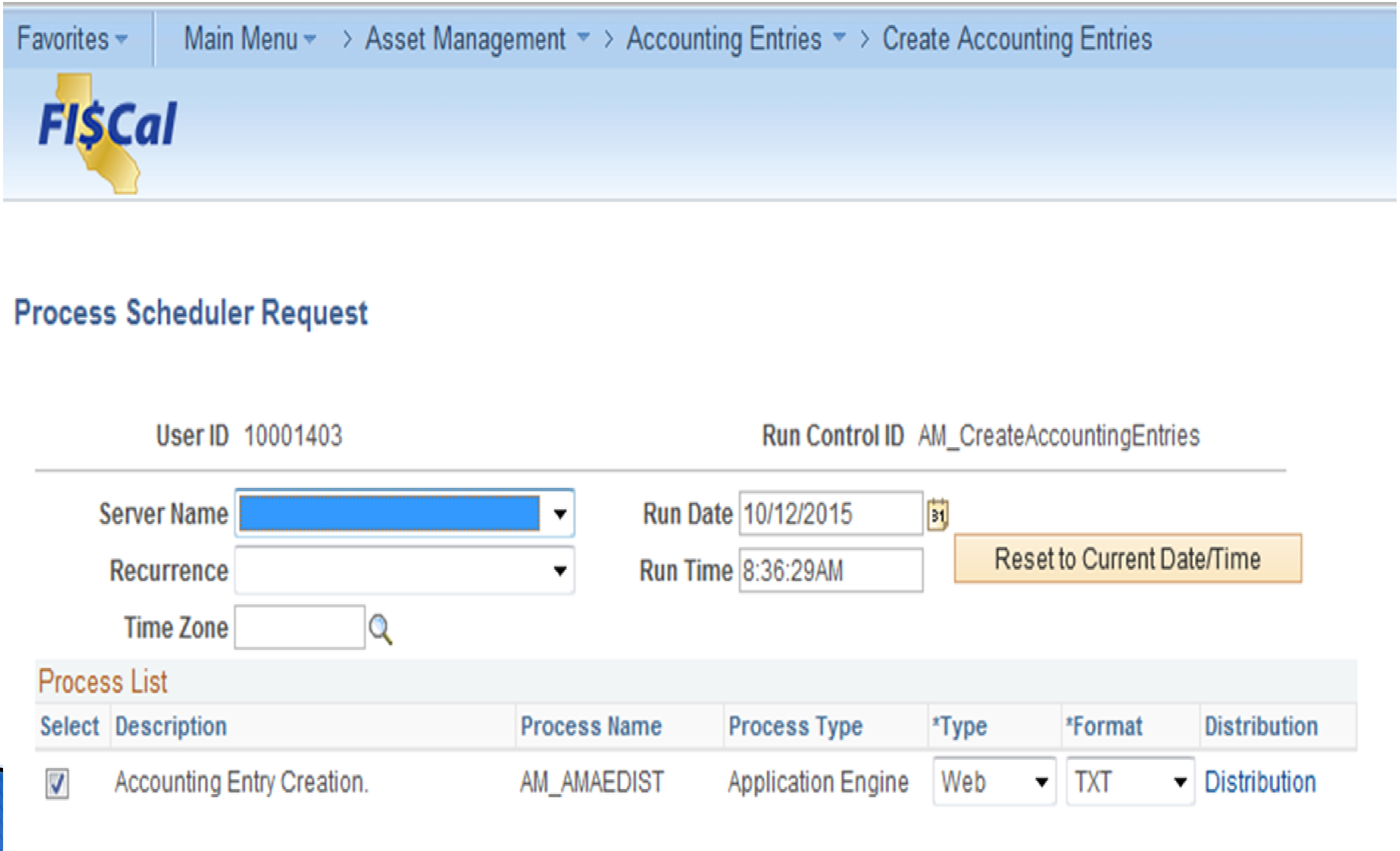
Currency: USD

From Asset ID:

To Asset ID:

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add

2. Create Accounting Entries (cont'd)


Favorites
Main Menu
Asset Management
Accounting Entries
Create Accounting Entries
FI$Cal
Reset to Current Date/Time

Process Scheduler Request

User ID 10001403

Run Control ID AM_CreateAccountingEntries

Server Name

Recurrence

Time Zone

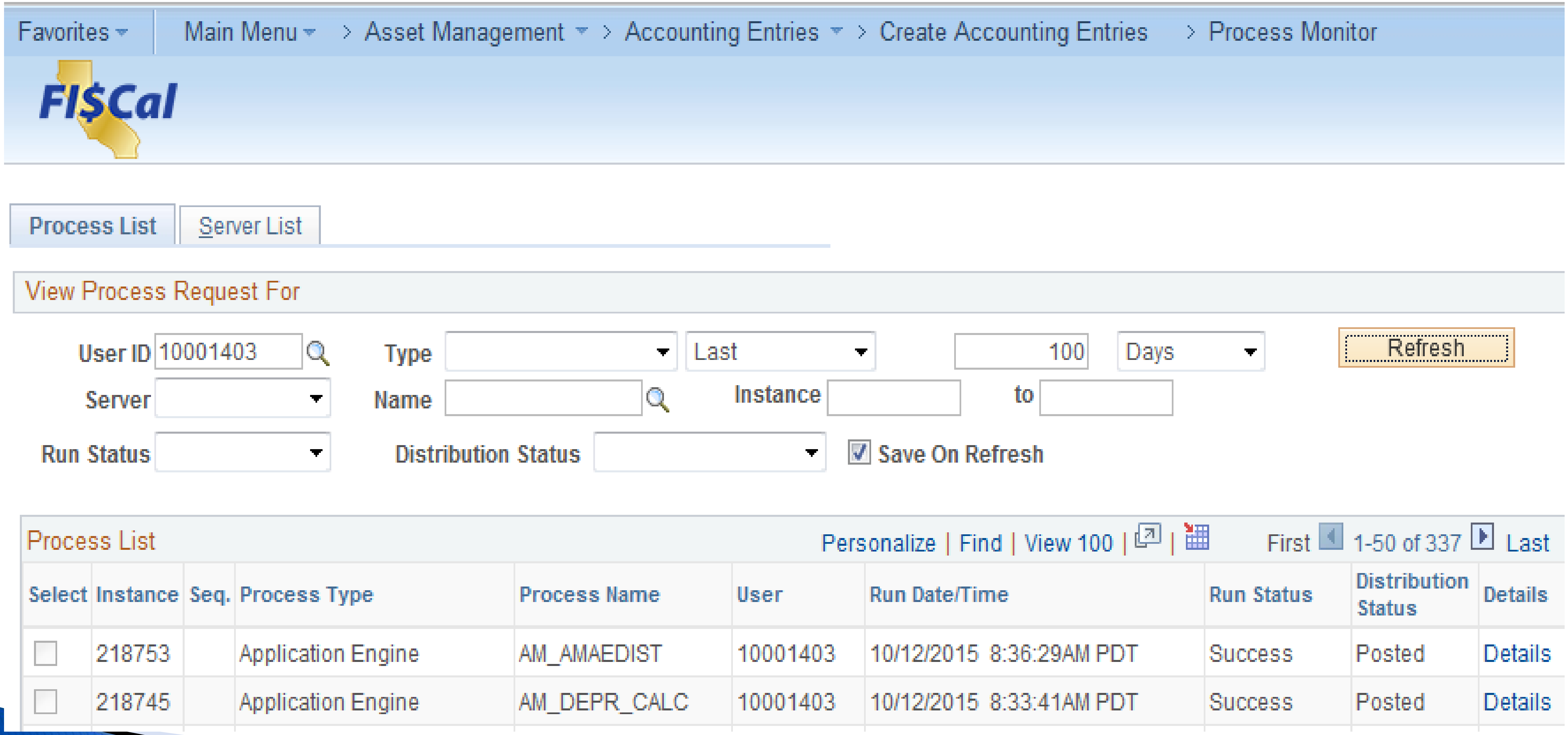
Run Date 10/12/2015

Run Time 8:36:29AM

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Accounting Entry Creation.	AM_AMAEDIST	Application Engine	Web	TXT	Distribution

2. Create Accounting Entries (cont'd)


Favorites
Main Menu > Asset Management > Accounting Entries > Create Accounting Entries > Process Monitor
FI$Cal
Process List
Server List
Refresh
Personalize | Find | View 100 |
First
Last

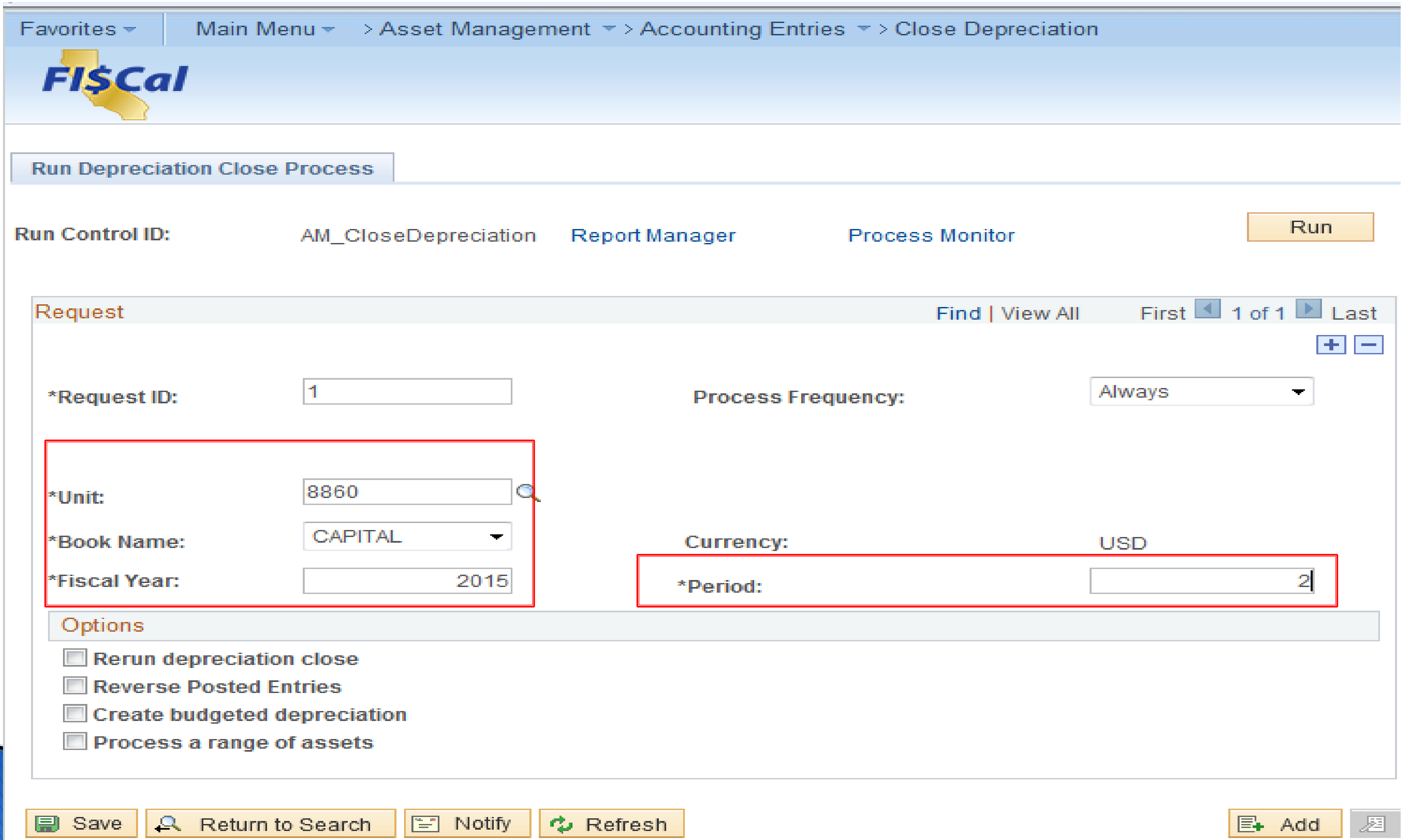
View Process Request For

User ID 10001403
Type
Last
100
Days
Server
Name
Instance
to
Run Status
Distribution Status
☑ Save On Refresh

Process List 1-50 of 337

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	218753		Application Engine	AM_AMAEDIST	10001403	10/12/2015 8:36:29AM PDT	Success	Posted	Details
☐	218745		Application Engine	AM_DEPR_CALC	10001403	10/12/2015 8:33:41AM PDT	Success	Posted	Details

3. Depreciation Close (Month-End) Day 2


Favorites
Main Menu
> Asset Management
> Accounting Entries
> Close Depreciation
FI$Cal

Run Depreciation Close Process

Run Control ID: AM_CloseDepreciation

Report Manager
Process Monitor
Run

Request

Find | View All
First
1 of 1
Last

*Request ID: 1

Process Frequency: Always

*Unit: 8860

*Book Name: CAPITAL

*Fiscal Year: 2015

Currency: USD

*Period: 2

Options

☐ Rerun depreciation close

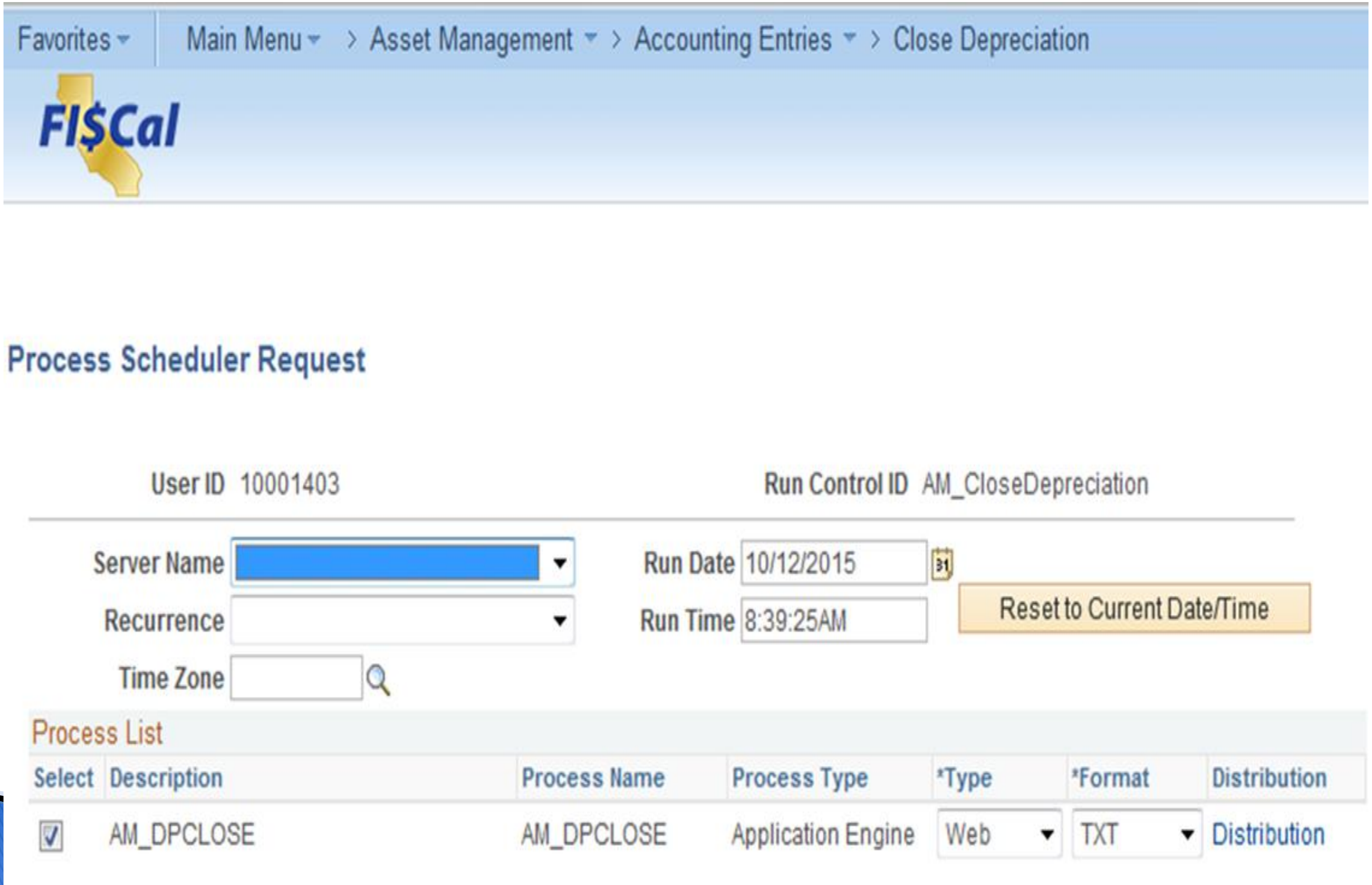
☐ Reverse Posted Entries

☐ Create budgeted depreciation

☐ Process a range of assets

Save
Return to Search
Notify
Refresh
Add

3. Depreciation Close (cont'd)


Favorites
Main Menu
Asset Management
Accounting Entries
Close Depreciation
FI$Cal

Process Scheduler Request

User ID 10001403

Run Control ID AM_CloseDepreciation

Server Name

Recurrence

Time Zone

Run Date 10/12/2015

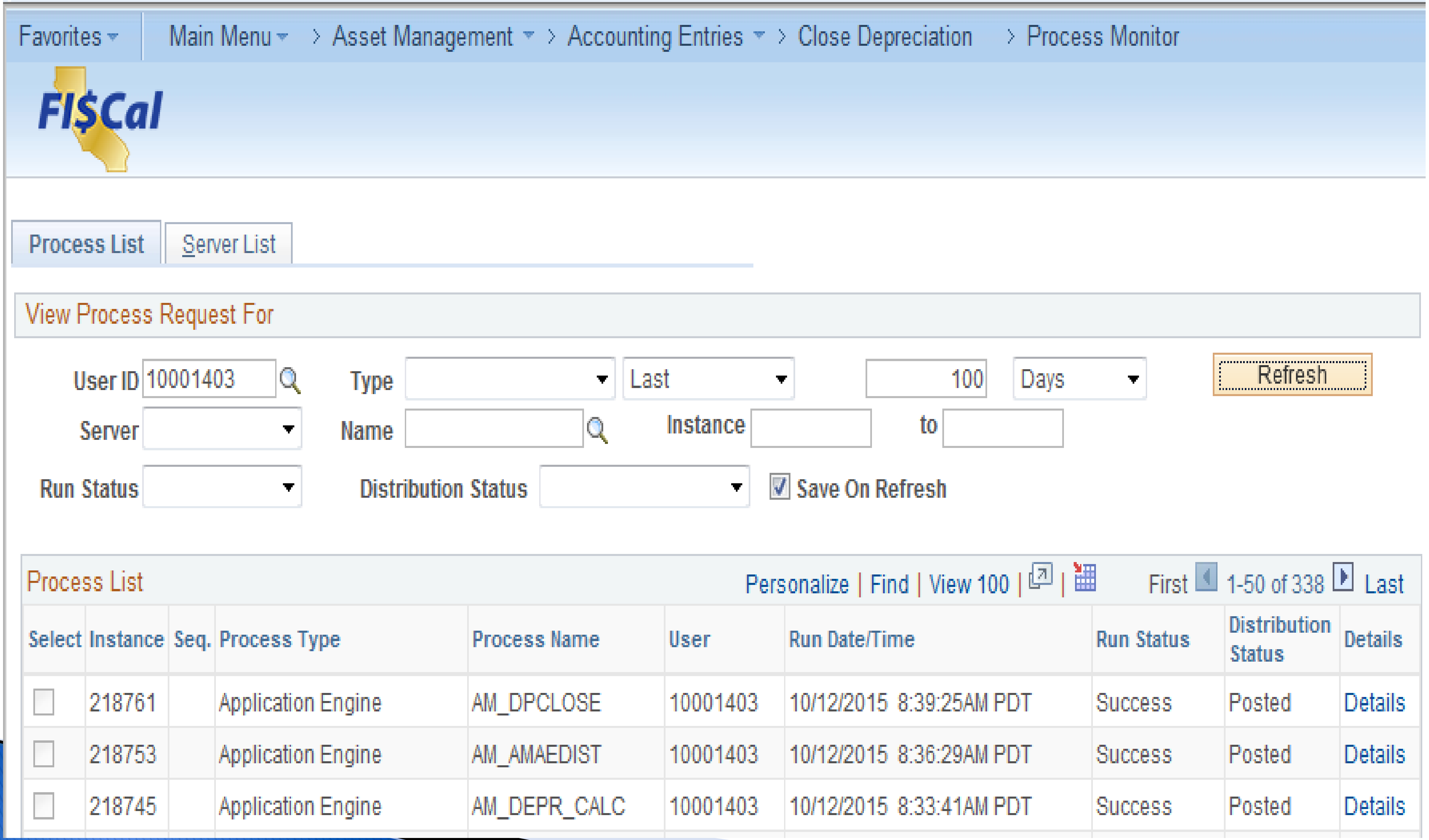
Run Time 8:39:25AM

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AM_DPCLOSE	AM_DPCLOSE	Application Engine	Web	TXT	Distribution

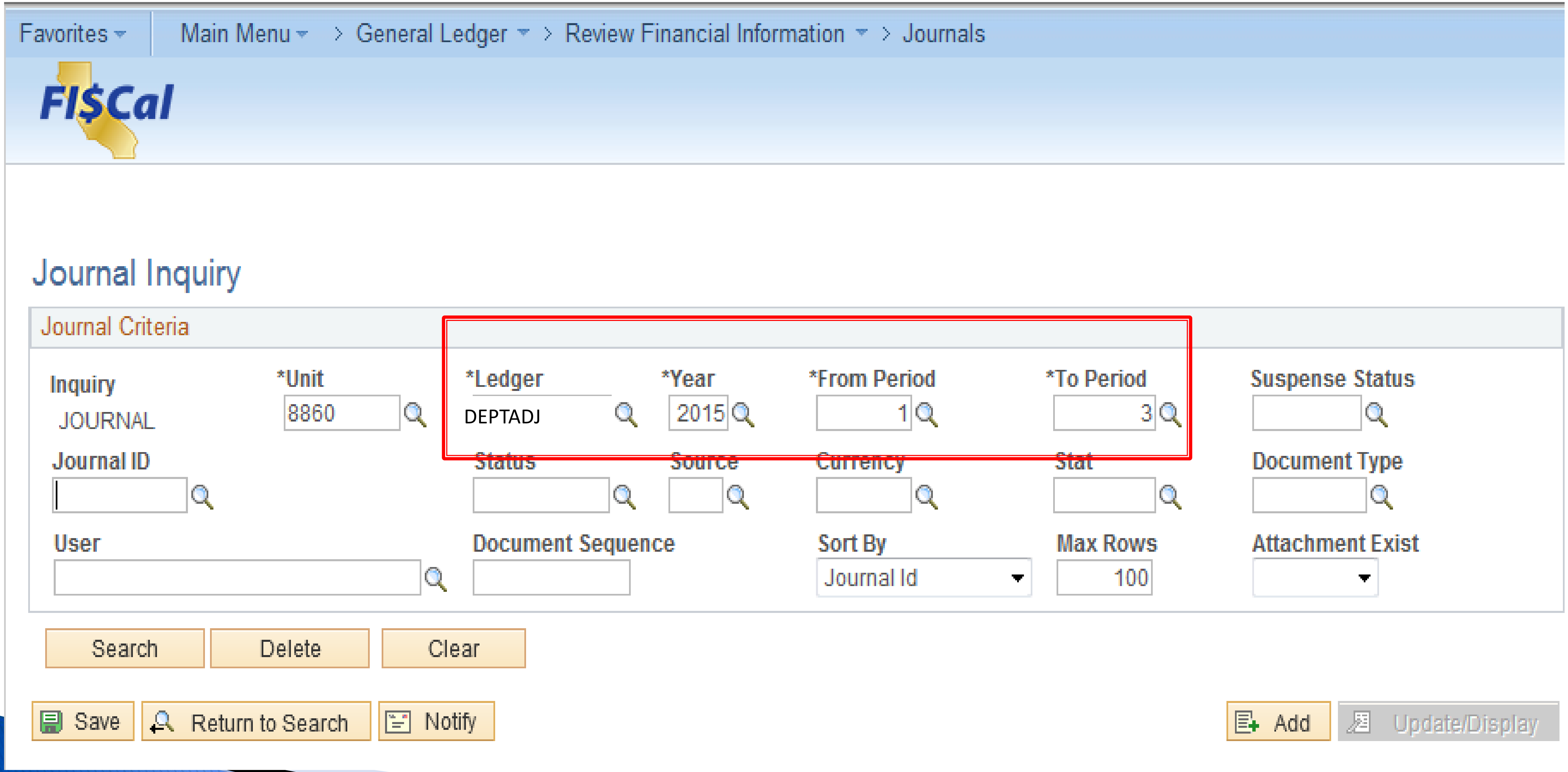
3. Depreciation Close (cont'd)


Favorites
Main Menu > Asset Management > Accounting Entries > Close Depreciation > Process Monitor
FI$Cal
Process List
Server List
View Process Request For
Refresh
Process List
Personalize | Find | View 100 |
First 1-50 of 338 Last

User ID 10001403
Type
Last
100
Days
Server
Name
Instance
to
Run Status
Distribution Status
☑ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	218761		Application Engine	AM_DPCLOSE	10001403	10/12/2015 8:39:25AM PDT	Success	Posted	Details
☐	218753		Application Engine	AM_AMAEDIST	10001403	10/12/2015 8:36:29AM PDT	Success	Posted	Details
☐	218745		Application Engine	AM_DEPR_CALC	10001403	10/12/2015 8:33:41AM PDT	Success	Posted	Details

4. Validate Posting of Month End Journal Entries

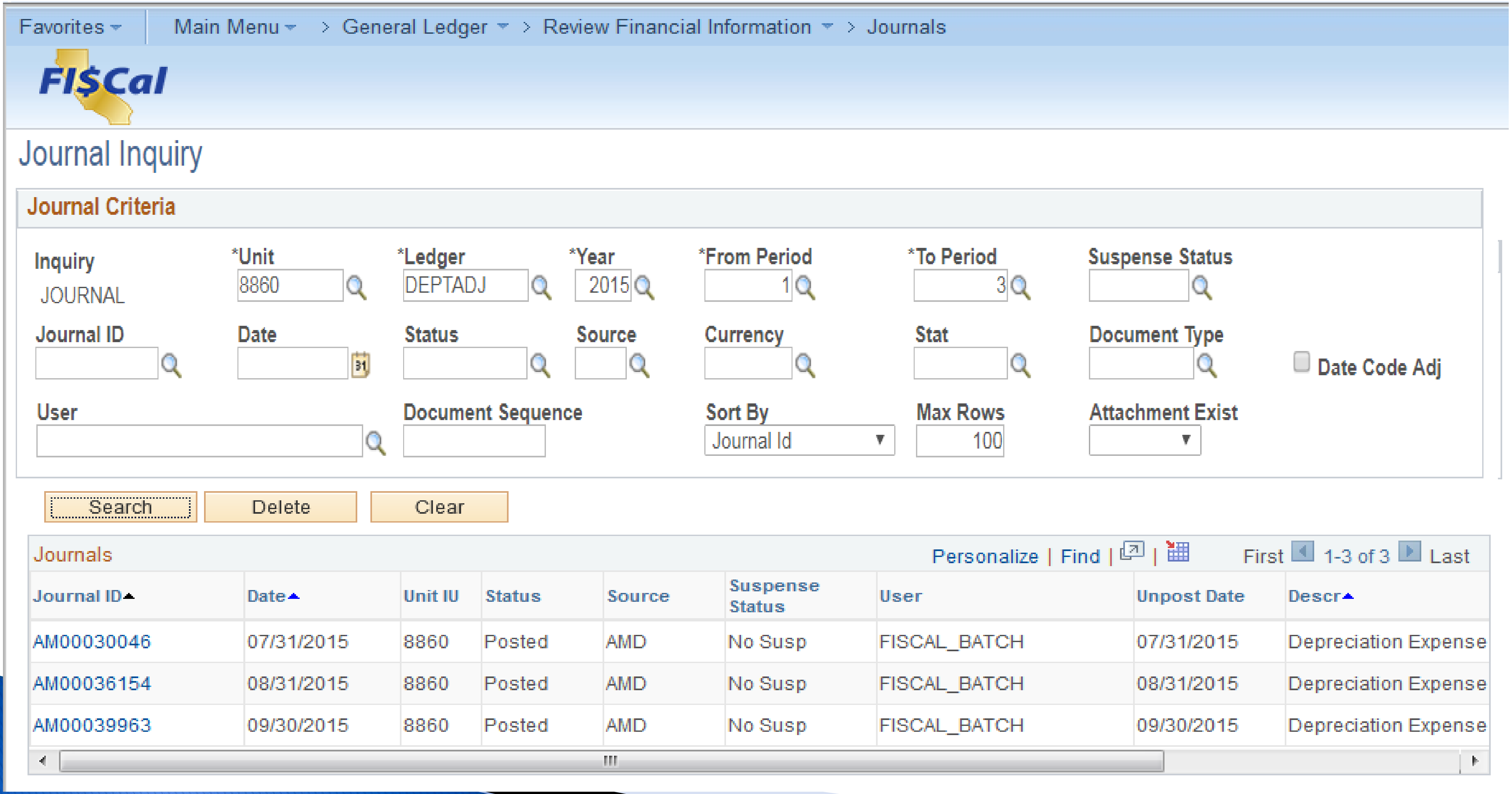

Favorites
Main Menu
General Ledger
Review Financial Information
Journals
FI$Cal
Search
Delete
Clear
Save
Return to Search
Notify
Add
Update/Display

Journal Inquiry

Journal Criteria

Inquiry: JOURNAL
*Unit: 8860
*Ledger: DEPTADJ
*Year: 2015
*From Period: 1
*To Period: 3
Suspense Status:
Journal ID:
Status:
Source:
Currency:
Stat:
Document Type:
User:
Document Sequence:
Sort By: Journal Id
Max Rows: 100
Attachment Exist:

4. Validate Posting of Month End Journal Entries (cont'd)


Favorites
Main Menu > General Ledger > Review Financial Information > Journals
FI$Cal
Search
Delete
Clear
Personalize | Find
First 1-3 of 3 Last

Journal Inquiry

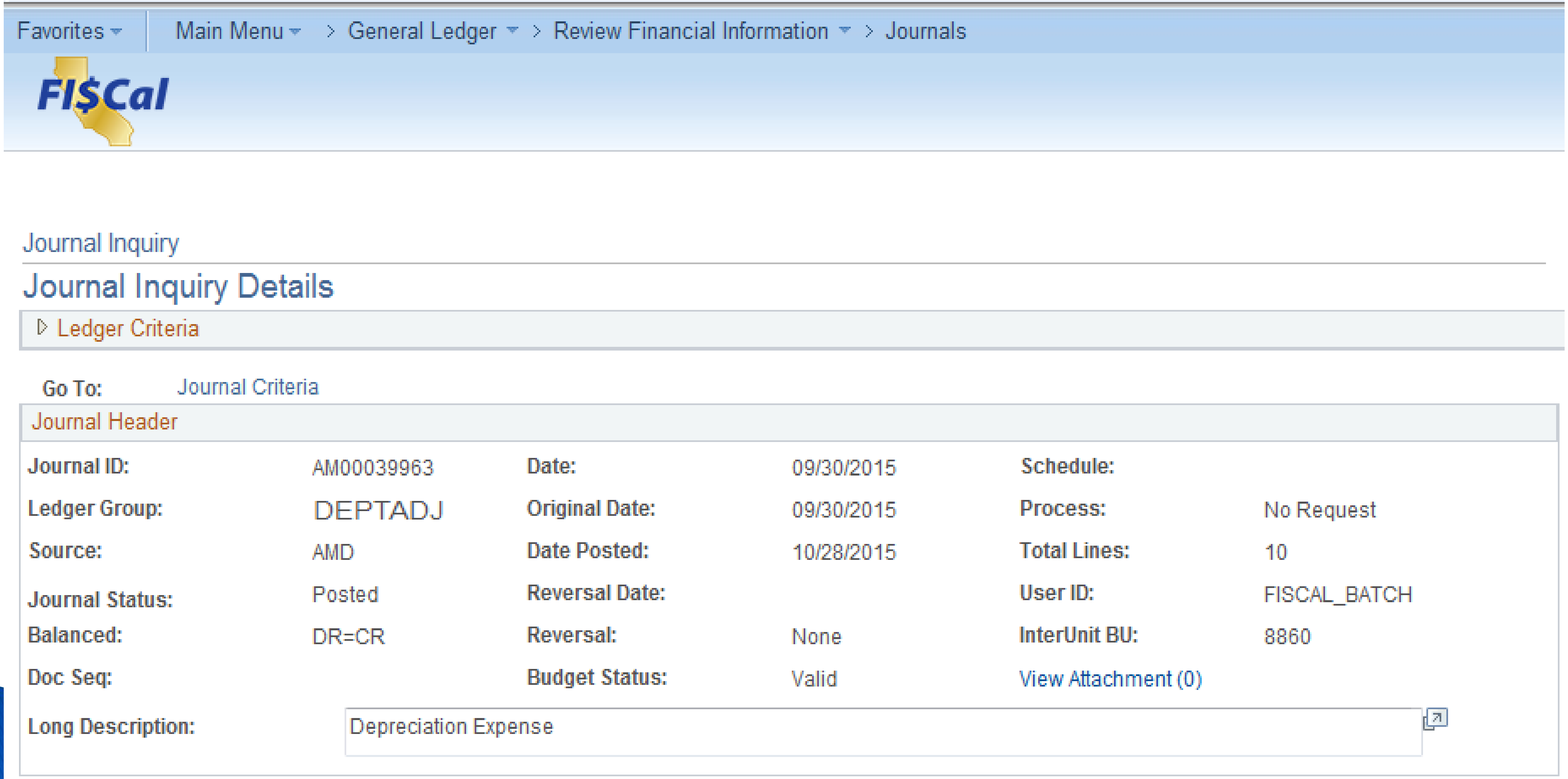
Journal Criteria

Inquiry: JOURNAL	*Unit: 8860	*Ledger: DEPTADJ	*Year: 2015	*From Period: 1	*To Period: 3	Suspense Status:	
Journal ID:	Date:	Status:	Source:	Currency:	Stat:	Document Type:	☐ Date Code Adj
User:		Document Sequence:		Sort By: Journal Id	Max Rows: 100	Attachment Exist:	

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
AM00030046	07/31/2015	8860	Posted	AMD	No Susp	FISCAL_BATCH	07/31/2015	Depreciation Expense
AM00036154	08/31/2015	8860	Posted	AMD	No Susp	FISCAL_BATCH	08/31/2015	Depreciation Expense
AM00039963	09/30/2015	8860	Posted	AMD	No Susp	FISCAL_BATCH	09/30/2015	Depreciation Expense

4. Validate Posting of Month End Journal Entries (cont'd)


Favorites
Main Menu
General Ledger
Review Financial Information
Journals
FI$Cal

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To: Journal Criteria

Journal Header

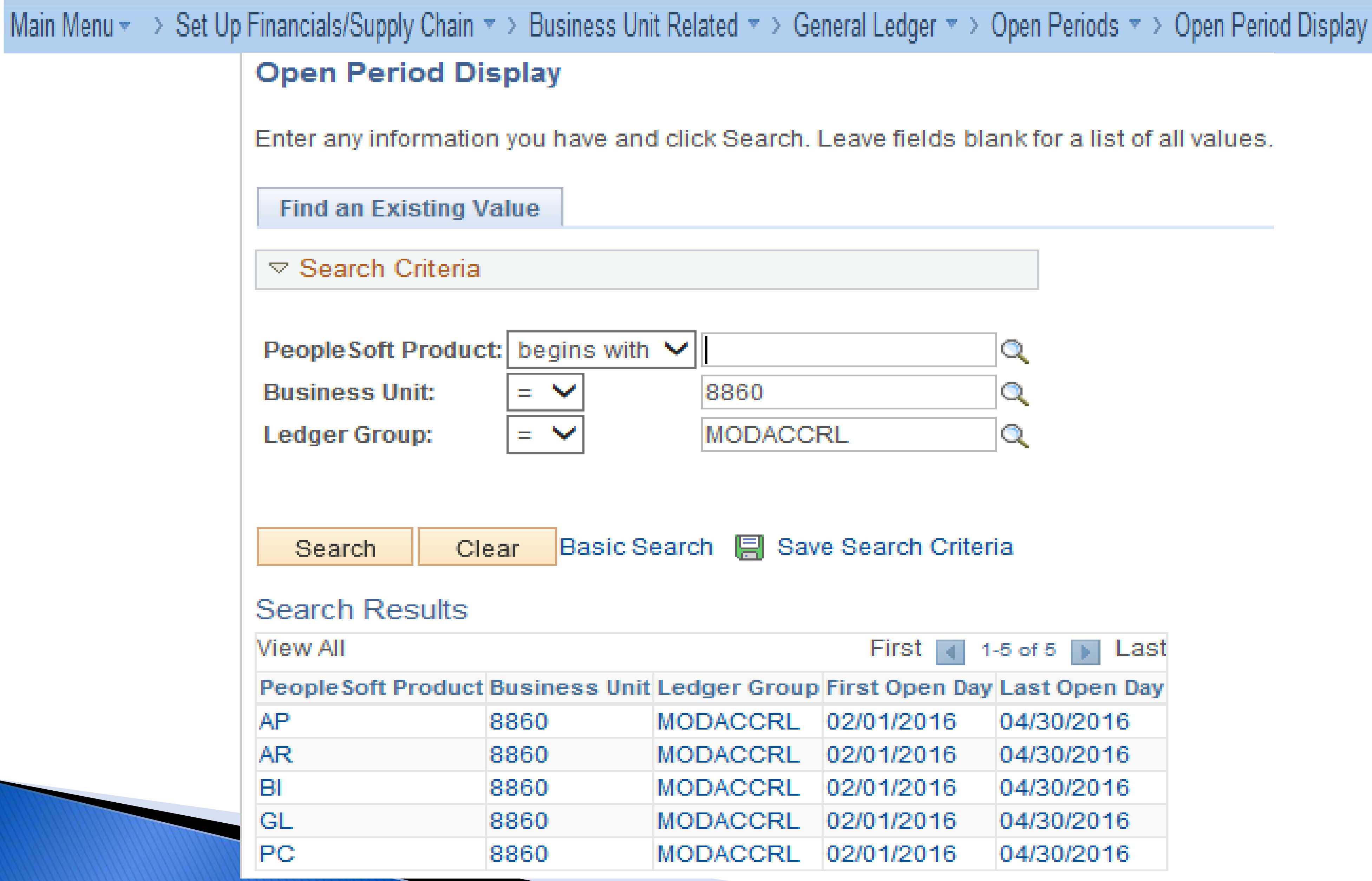
Journal ID:	AM00039963	**Date:**	09/30/2015	**Schedule:**	
Ledger Group:	DEPTADJ	**Original Date:**	09/30/2015	**Process:**	No Request
Source:	AMD	**Date Posted:**	10/28/2015	**Total Lines:**	10
Journal Status:	Posted	**Reversal Date:**		**User ID:**	FISCAL_BATCH
Balanced:	DR=CR	**Reversal:**	None	**InterUnit BU:**	8860
Doc Seq:		**Budget Status:**	Valid	View Attachment (0)	

Long Description: Depreciation Expense

Close AM and GL

- Request FSC to close AM and GL:
  - Please close (enter Month) AM Accrual and GL Modified Accrual Accounting Periods for (enter dept. name, BU#). Please refer to tasks #2.41.3, 2.4.2. on job aid FI$Cal .009
- FSC will close AM and GL
- Update MEC reporting tool
  - FI$CAL.335 – Online Month End Closing Reporting Tool 2.0

Confirm Closure of Month by reviewing Open Period Display page.


Main Menu > Set Up Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Display

Open Period Display

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Search Criteria

PeopleSoft Product: begins with

Business Unit: = 8860

Ledger Group: = MODACCRL

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All
First
1-5 of 5
Last

PeopleSoft Product	Business Unit	Ledger Group	First Open Day	Last Open Day
AP	8860	MODACCRL	02/01/2016	04/30/2016
AR	8860	MODACCRL	02/01/2016	04/30/2016
BI	8860	MODACCRL	02/01/2016	04/30/2016
GL	8860	MODACCRL	02/01/2016	04/30/2016
PC	8860	MODACCRL	02/01/2016	04/30/2016

General Ledger Reports

TRIAL BALANCE REPORTS

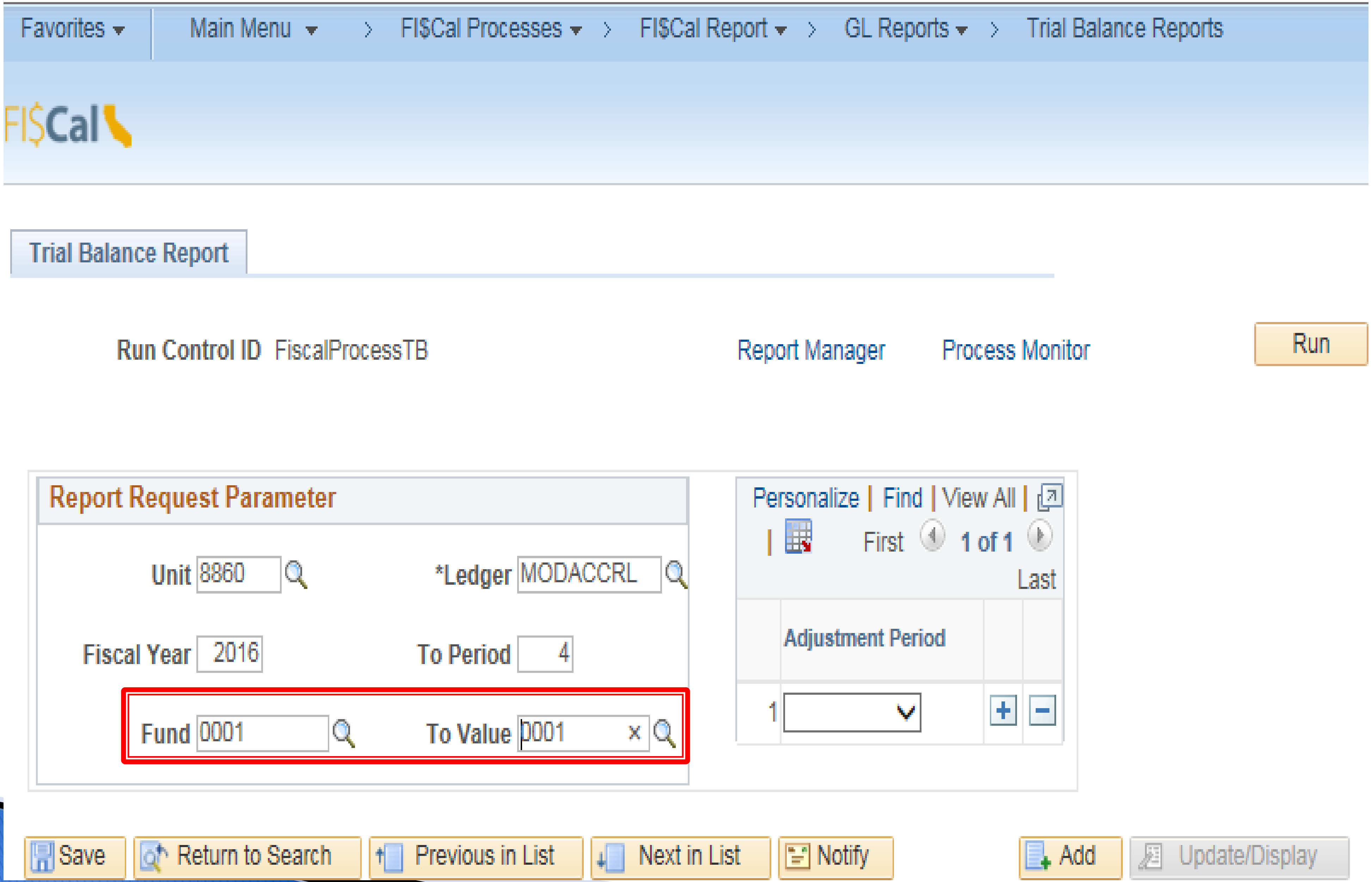
- Trial Balance (TB) is one of the main reports used to reconcile GL account balances

- Custom TB report will display the beginning and ending ledger balances by account number and description

- Delivered TB report will display the ending ledger balances for a specified year and period by chartfield combinations

- Encumbrance balances will not display on the TB

Custom Trial Balance Report


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Reports
FI$Cal
Trial Balance Report
Report Manager
Process Monitor
Run
Report Request Parameter
Personalize | Find | View All |
First 1 of 1 Last
Adjustment Period
1
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Run Control ID FiscalProcessTB

Unit 8860

*Ledger MODACCRL

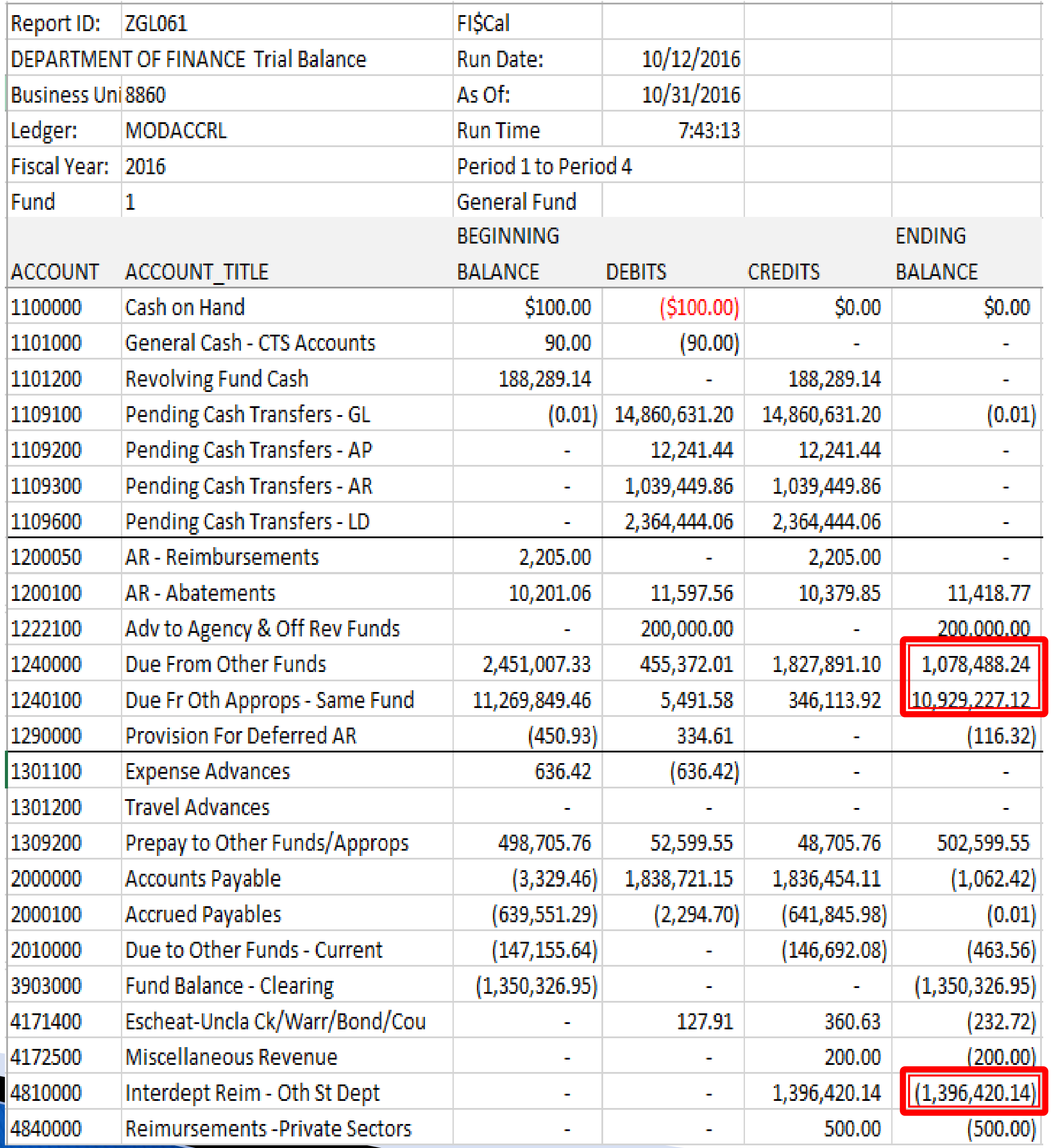
Fiscal Year 2016

To Period 4

Fund 0001

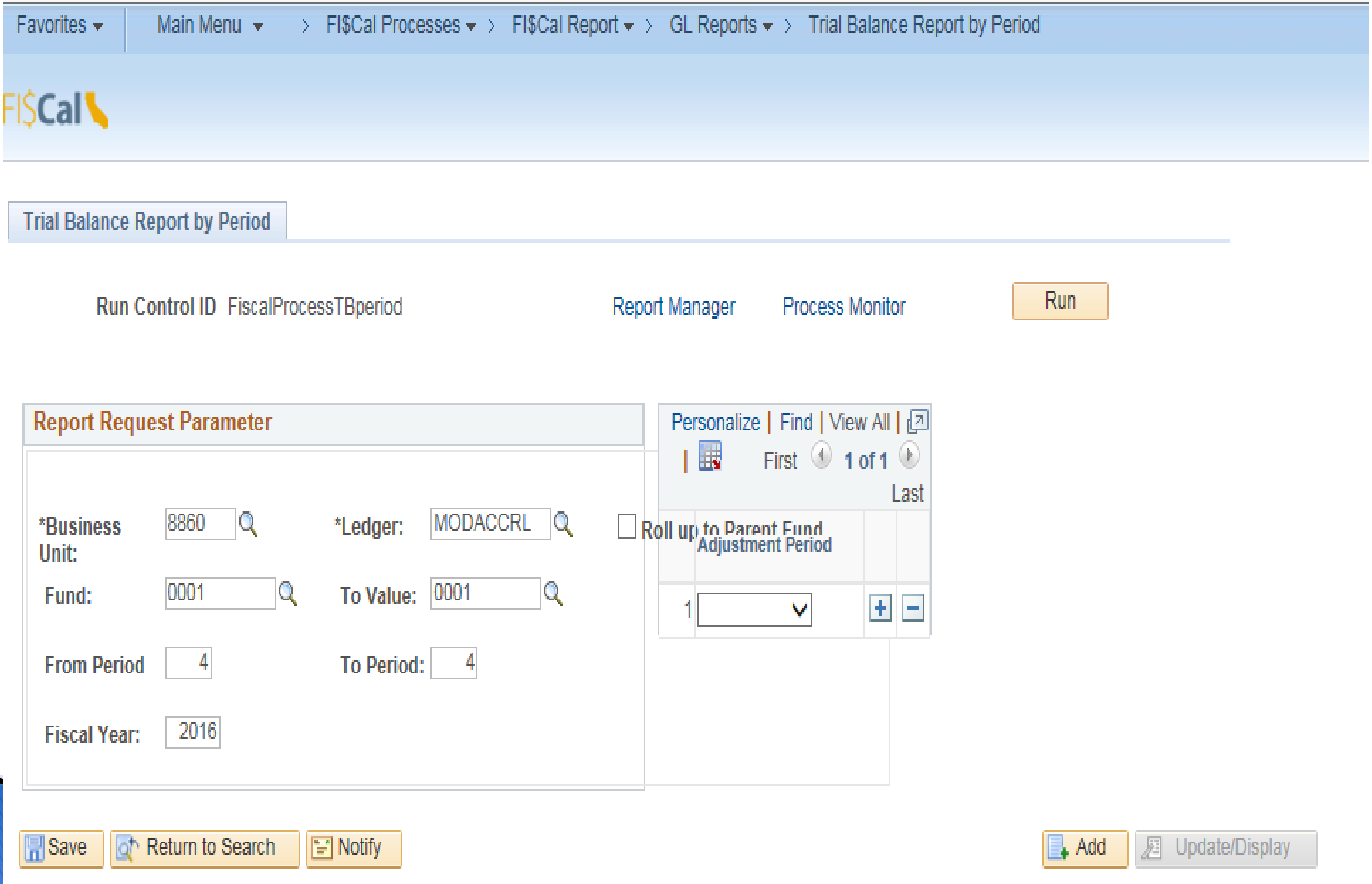
To Value 0001

Custom Trial Balance Report



Report ID:	ZGL061	FI$Cal			
DEPARTMENT OF FINANCE Trial Balance		Run Date:	10/12/2016		
Business Uni	8860	As Of:	10/31/2016		
Ledger:	MODACCRL	Run Time	7:43:13		
Fiscal Year:	2016	Period 1 to Period 4			
Fund	1	General Fund			
ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$100.00	($100.00)	$0.00	$0.00
1101000	General Cash - CTS Accounts	90.00	(90.00)	-	-
1101200	Revolving Fund Cash	188,289.14	-	188,289.14	-
1109100	Pending Cash Transfers - GL	(0.01)	14,860,631.20	14,860,631.20	(0.01)
1109200	Pending Cash Transfers - AP	-	12,241.44	12,241.44	-
1109300	Pending Cash Transfers - AR	-	1,039,449.86	1,039,449.86	-
1109600	Pending Cash Transfers - LD	-	2,364,444.06	2,364,444.06	-
1200050	AR - Reimbursements	2,205.00	-	2,205.00	-
1200100	AR - Abatements	10,201.06	11,597.56	10,379.85	11,418.77
1222100	Adv to Agency & Off Rev Funds	-	200,000.00	-	200,000.00
1240000	Due From Other Funds	2,451,007.33	455,372.01	1,827,891.10	1,078,488.24
1240100	Due Fr Oth Approps - Same Fund	11,269,849.46	5,491.58	346,113.92	10,929,227.12
1290000	Provision For Deferred AR	(450.93)	334.61	-	(116.32)
1301100	Expense Advances	636.42	(636.42)	-	-
1301200	Travel Advances	-	-	-	-
1309200	Prepay to Other Funds/Approps	498,705.76	52,599.55	48,705.76	502,599.55
2000000	Accounts Payable	(3,329.46)	1,838,721.15	1,836,454.11	(1,062.42)
2000100	Accrued Payables	(639,551.29)	(2,294.70)	(641,845.98)	(0.01)
2010000	Due to Other Funds - Current	(147,155.64)	-	(146,692.08)	(463.56)
3903000	Fund Balance - Clearing	(1,350,326.95)	-	-	(1,350,326.95)
4171400	Escheat-Uncla Ck/Warr/Bond/Cou	-	127.91	360.63	(232.72)
4172500	Miscellaneous Revenue	-	-	200.00	(200.00)
4810000	Interdept Reim - Oth St Dept	-	-	1,396,420.14	(1,396,420.14)
4840000	Reimursements -Private Sectors	-	-	500.00	(500.00)

Custom Trial Balance Report – By Period



Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Report by Period
FI$Cal
Trial Balance Report by Period

Run Control ID FiscalProcessTBperiod

Report Manager
Process Monitor
Run
Report Request Parameter

*Business Unit: 8860

*Ledger: MODACCRL

☐ Roll up to Parent Fund

Fund: 0001

To Value: 0001

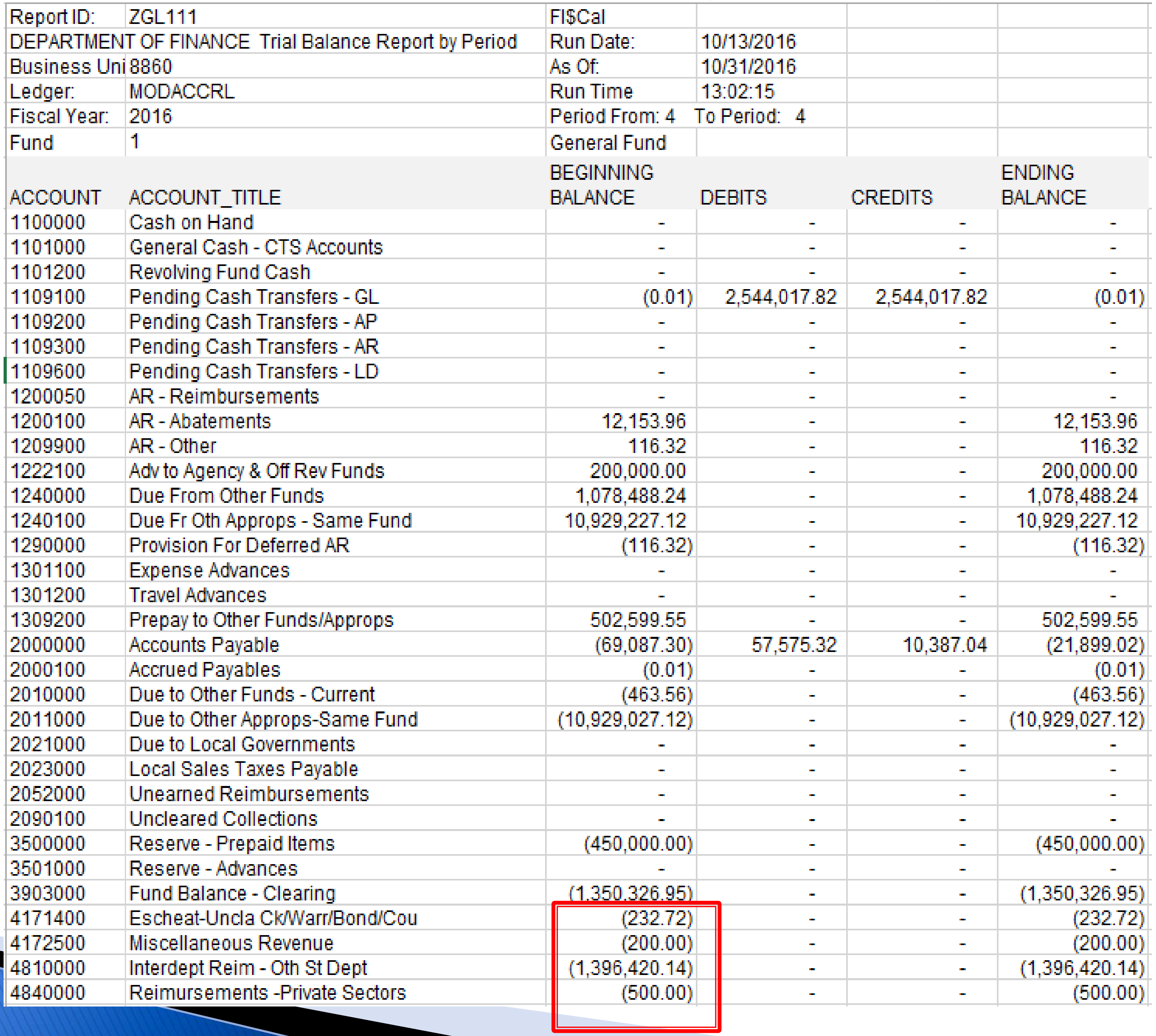
From Period 4

To Period: 4

Fiscal Year: 2016

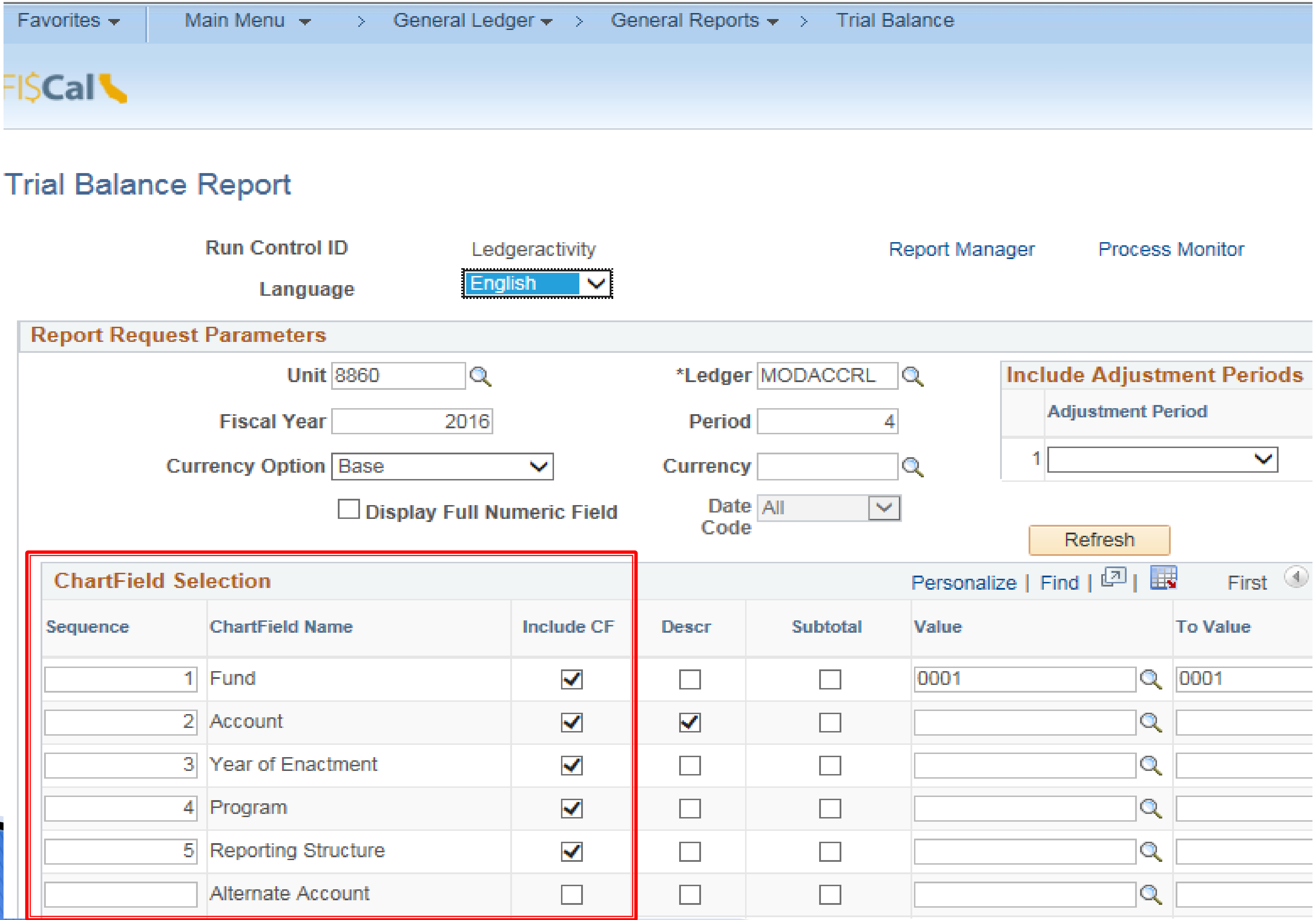
Personalize | Find | View All |
First 1 of 1 Last
Adjustment Period
1
Save
Return to Search
Notify
Add
Update/Display

Custom Trial Balance Report – By Period



Report ID:	ZGL111	FI$Cal			
DEPARTMENT OF FINANCE Trial Balance Report by Period		Run Date:	10/13/2016		
Business Uni	8860	As Of:	10/31/2016		
Ledger:	MODACCRL	Run Time	13:02:15		
Fiscal Year:	2016	Period From: 4	To Period: 4		
Fund	1	General Fund			
ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	-	-	-	-
1101000	General Cash - CTS Accounts	-	-	-	-
1101200	Revolving Fund Cash	-	-	-	-
1109100	Pending Cash Transfers - GL	(0.01)	2,544,017.82	2,544,017.82	(0.01)
1109200	Pending Cash Transfers - AP	-	-	-	-
1109300	Pending Cash Transfers - AR	-	-	-	-
1109600	Pending Cash Transfers - LD	-	-	-	-
1200050	AR - Reimbursements	-	-	-	-
1200100	AR - Abatements	12,153.96	-	-	12,153.96
1209900	AR - Other	116.32	-	-	116.32
1222100	Adv to Agency & Off Rev Funds	200,000.00	-	-	200,000.00
1240000	Due From Other Funds	1,078,488.24	-	-	1,078,488.24
1240100	Due Fr Oth Approps - Same Fund	10,929,227.12	-	-	10,929,227.12
1290000	Provision For Deferred AR	(116.32)	-	-	(116.32)
1301100	Expense Advances	-	-	-	-
1301200	Travel Advances	-	-	-	-
1309200	Prepay to Other Funds/Approps	502,599.55	-	-	502,599.55
2000000	Accounts Payable	(69,087.30)	57,575.32	10,387.04	(21,899.02)
2000100	Accrued Payables	(0.01)	-	-	(0.01)
2010000	Due to Other Funds - Current	(463.56)	-	-	(463.56)
2011000	Due to Other Approps-Same Fund	(10,929,027.12)	-	-	(10,929,027.12)
2021000	Due to Local Governments	-	-	-	-
2023000	Local Sales Taxes Payable	-	-	-	-
2052000	Unearned Reimbursements	-	-	-	-
2090100	Uncleared Collections	-	-	-	-
3500000	Reserve - Prepaid Items	(450,000.00)	-	-	(450,000.00)
3501000	Reserve - Advances	-	-	-	-
3903000	Fund Balance - Clearing	(1,350,326.95)	-	-	(1,350,326.95)
4171400	Escheat-Uncla Ck/Warr/Bond/Cou	(232.72)	-	-	(232.72)
4172500	Miscellaneous Revenue	(200.00)	-	-	(200.00)
4810000	Interdept Reim - Oth St Dept	(1,396,420.14)	-	-	(1,396,420.14)
4840000	Reimursements -Private Sectors	(500.00)	-	-	(500.00)

Delivered Trial Balance Report


Favorites
Main Menu
General Ledger
General Reports
Trial Balance
FI$Cal
Report Manager
Process Monitor
Refresh
Personalize | Find |
First

Trial Balance Report

Run Control ID Ledgeractivity

Language English

Report Request Parameters

Unit 8860

***Ledger** MODACCRL

Fiscal Year 2016

Period 4

Currency Option Base

Currency

☐ **Display Full Numeric Field**

Date Code All

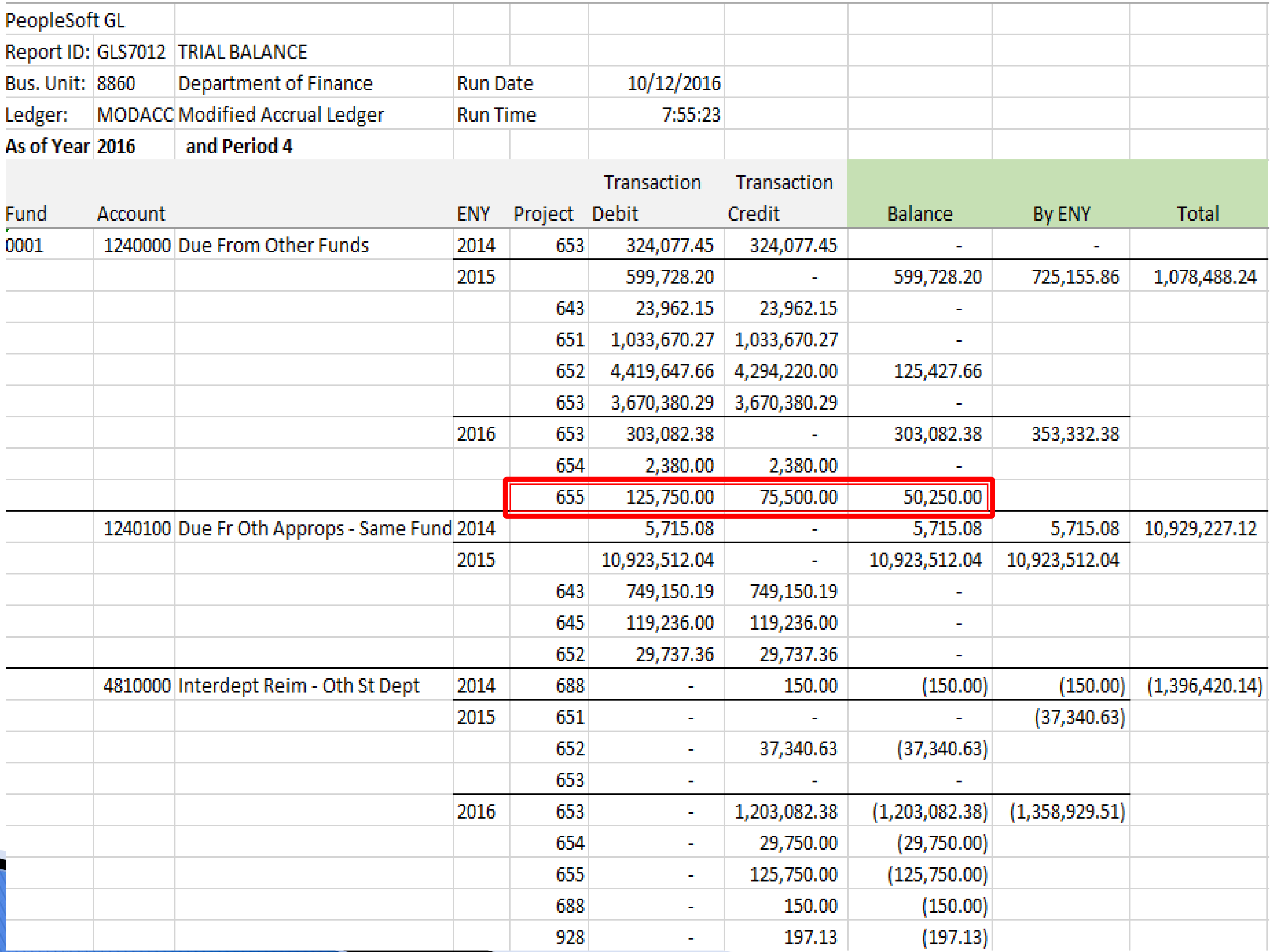
Include Adjustment Periods

	Adjustment Period
1	

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund	☑	☐	☐	0001	0001
2	Account	☑	☑	☐		
3	Year of Enactment	☑	☐	☐		
4	Program	☑	☐	☐		
5	Reporting Structure	☑	☐	☐		
	Alternate Account	☐	☐	☐		

Delivered Trial Balance Report



PeopleSoft GL
Report ID: GLS7012 TRIAL BALANCE
Bus. Unit: 8860 Department of Finance Run Date 10/12/2016
Ledger: MODACC Modified Accrual Ledger Run Time 7:55:23
As of Year 2016 and Period 4

Fund	Account		ENY	Project	Transaction Debit	Transaction Credit	Balance	By ENY	Total
0001	1240000	Due From Other Funds	2014	653	324,077.45	324,077.45	-	-	
			2015		599,728.20	-	599,728.20	725,155.86	1,078,488.24
				643	23,962.15	23,962.15	-		
				651	1,033,670.27	1,033,670.27	-		
				652	4,419,647.66	4,294,220.00	125,427.66		
				653	3,670,380.29	3,670,380.29	-		
			2016	653	303,082.38	-	303,082.38	353,332.38	
				654	2,380.00	2,380.00	-		
				655	125,750.00	75,500.00	50,250.00		
	1240100	Due Fr Oth Approps - Same Fund	2014		5,715.08	-	5,715.08	5,715.08	10,929,227.12
			2015		10,923,512.04	-	10,923,512.04	10,923,512.04	
				643	749,150.19	749,150.19	-		
				645	119,236.00	119,236.00	-		
				652	29,737.36	29,737.36	-		
	4810000	Interdept Reim - Oth St Dept	2014	688	-	150.00	(150.00)	(150.00)	(1,396,420.14)
			2015	651	-	-	-	(37,340.63)	
				652	-	37,340.63	(37,340.63)		
				653	-	-	-		
			2016	653	-	1,203,082.38	(1,203,082.38)	(1,358,929.51)	
				654	-	29,750.00	(29,750.00)		
				655	-	125,750.00	(125,750.00)		
				688	-	150.00	(150.00)		
				928	-	197.13	(197.13)		

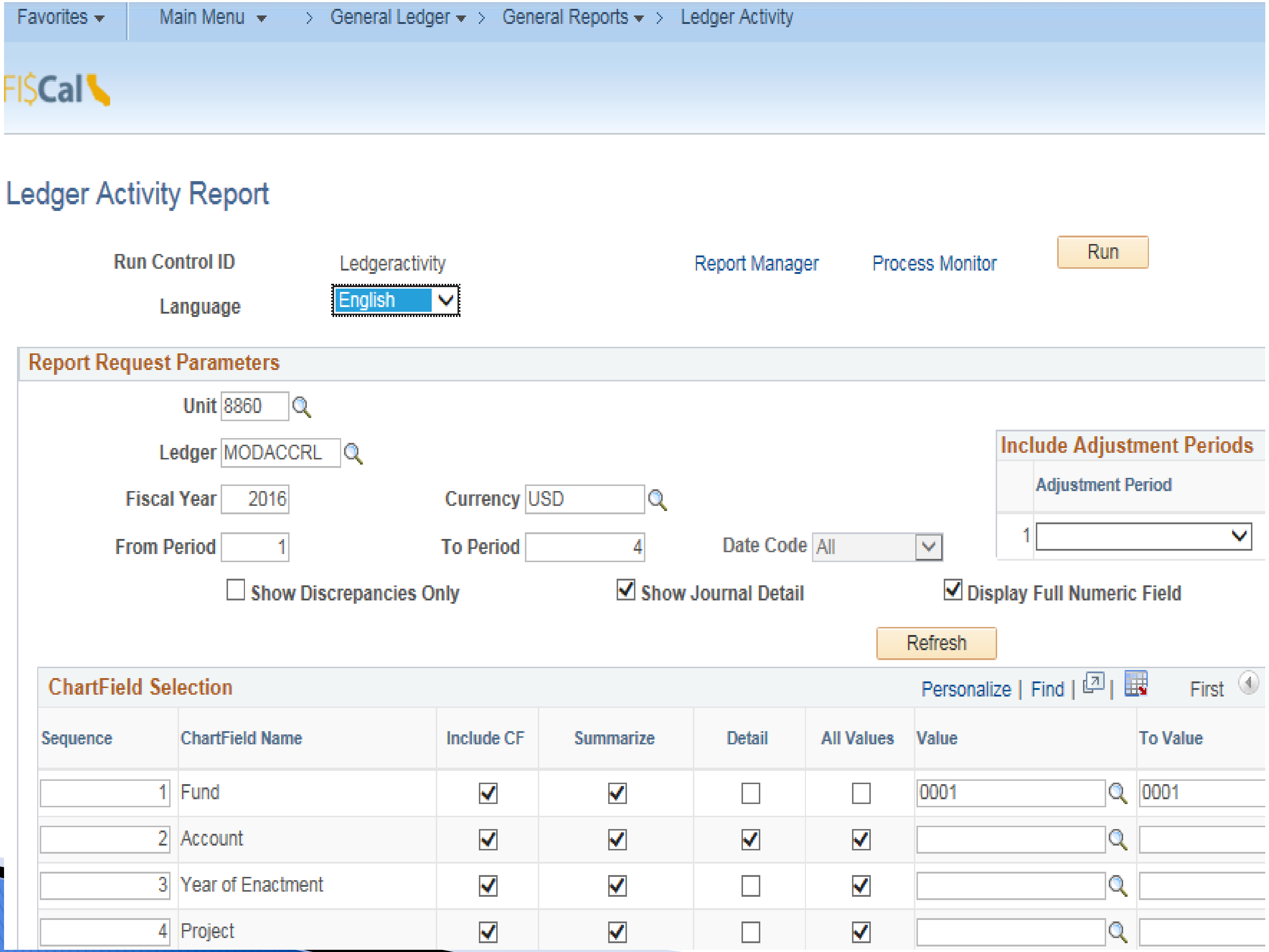
LEDGER ACTIVITY REPORT

- Lists the beginning and ending ledger balances by chartfield combination and account

- Lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified

- Run using the same criteria as Trial Balance

LEDGER ACTIVITY REPORT


Favorites
Main Menu
General Ledger
General Reports
Ledger Activity
FI$Cal
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First

Ledger Activity Report

Run Control ID Ledgeractivity

Language English

Report Request Parameters

Unit 8860

Ledger MODACCRL

Fiscal Year 2016 Currency USD

From Period 1 To Period 4 Date Code All

☐ Show Discrepancies Only ☑ Show Journal Detail ☑ Display Full Numeric Field

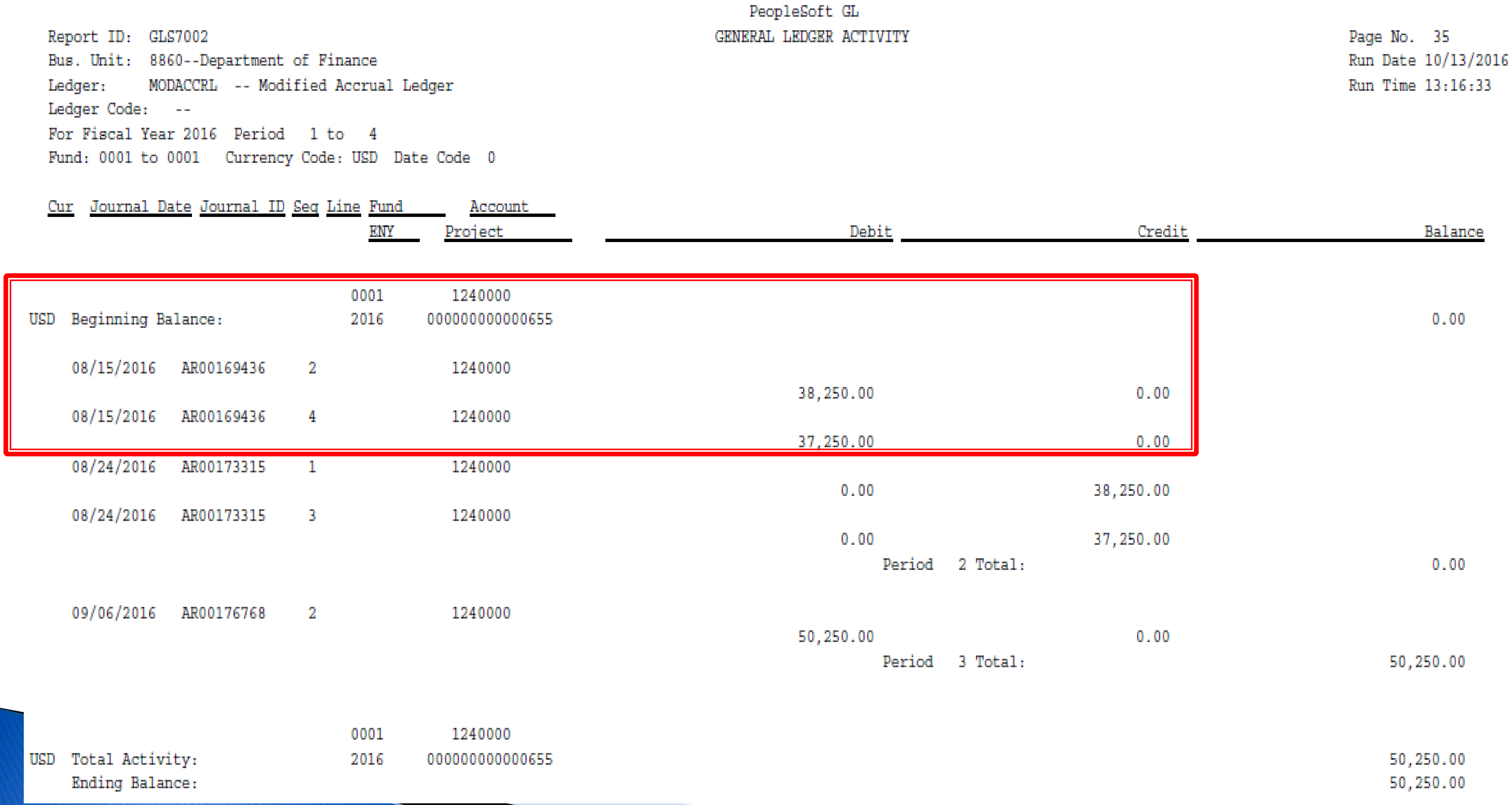
Include Adjustment Periods

	Adjustment Period
1	

ChartField Selection

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☑	☐	☐	0001	0001
2	Account	☑	☑	☑	☑		
3	Year of Enactment	☑	☑	☐	☑		
4	Project	☑	☑	☐	☑		

LEDGER ACTIVITY REPORT



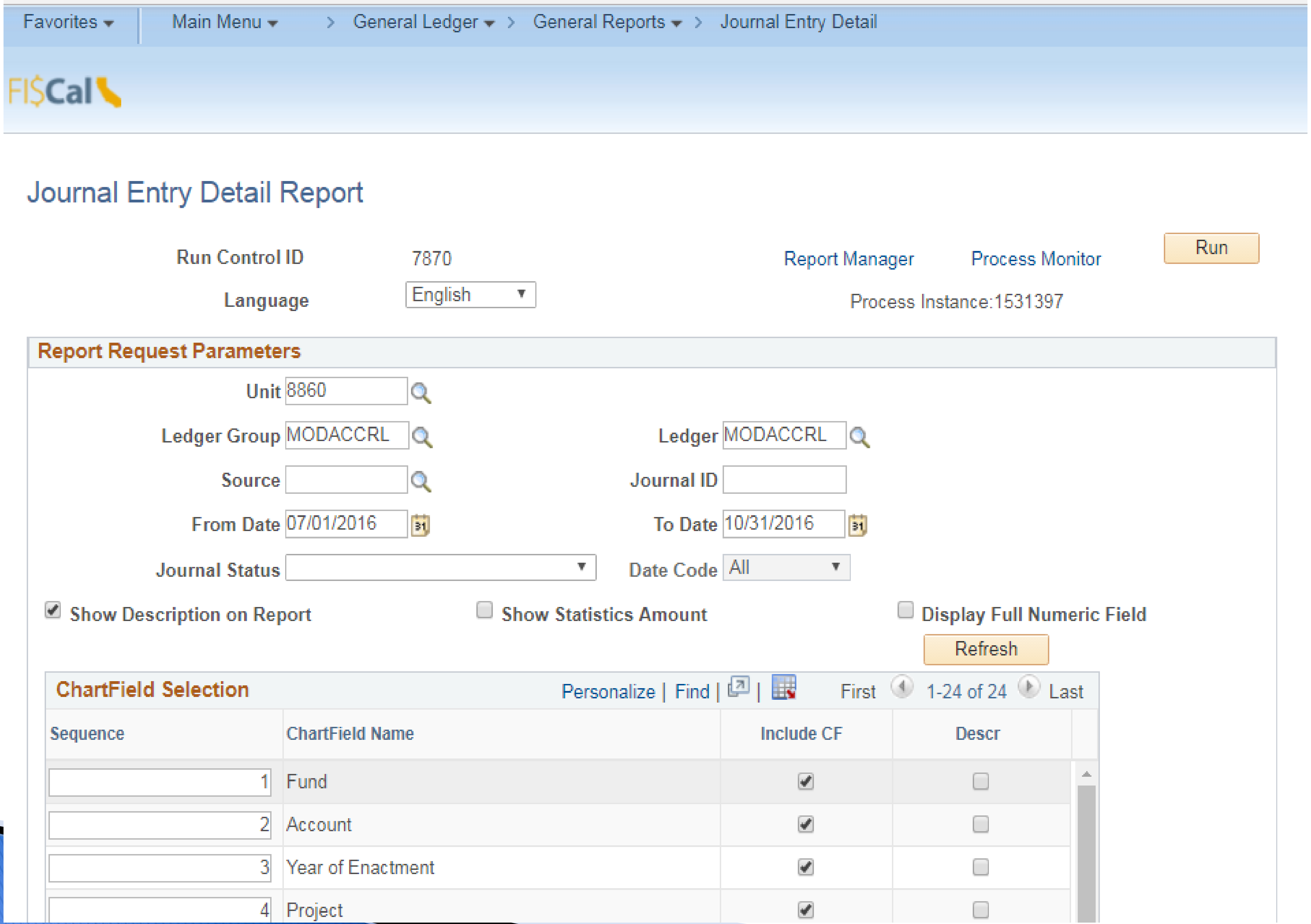
```
                                                  PeopleSoft GL
 Report ID:  GLS7002                            GENERAL LEDGER ACTIVITY                                   Page No.  35
 Bus. Unit:  8860--Department of Finance                                                                 Run Date 10/13/2016
 Ledger:     MODACCRL  -- Modified Accrual Ledger                                                        Run Time 13:16:33
 Ledger Code:   --
 For Fiscal Year 2016  Period   1 to   4
 Fund: 0001 to 0001   Currency Code: USD  Date Code  0

 Cur  Journal Date Journal ID Seq Line Fund       Account
                                       ENY     Project                          Debit                  Credit                   Balance

                                     0001       1240000
USD  Beginning Balance:              2016     000000000000655                                                                   0.00

     08/15/2016   AR00169436     2                1240000
                                                                        38,250.00                 0.00
     08/15/2016   AR00169436     4                1240000
                                                                        37,250.00                 0.00
     08/24/2016   AR00173315     1                1240000
                                                                             0.00            38,250.00
     08/24/2016   AR00173315     3                1240000
                                                                             0.00            37,250.00
                                                                          Period   2 Total:                                     0.00

     09/06/2016   AR00176768     2                1240000
                                                                        50,250.00                 0.00
                                                                          Period   3 Total:                                50,250.00


                                     0001       1240000
USD  Total Activity:                 2016     000000000000655                                                              50,250.00
     Ending Balance:                                                                                                       50,250.00
```

JOURNAL ENTRY DETAIL REPORT

- Shows journal entry detail information by BU, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate

- Also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal

JOURNAL ENTRY DETAIL REPORT


Favorites
Main Menu
General Ledger
General Reports
Journal Entry Detail
FI$Cal
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-24 of 24
Last

Journal Entry Detail Report

Run Control ID 7870

Language English

Process Instance:1531397

Report Request Parameters

Unit 8860

Ledger Group MODACCRL

Ledger MODACCRL

Source

Journal ID

From Date 07/01/2016

To Date 10/31/2016

Journal Status

Date Code All

☑ Show Description on Report

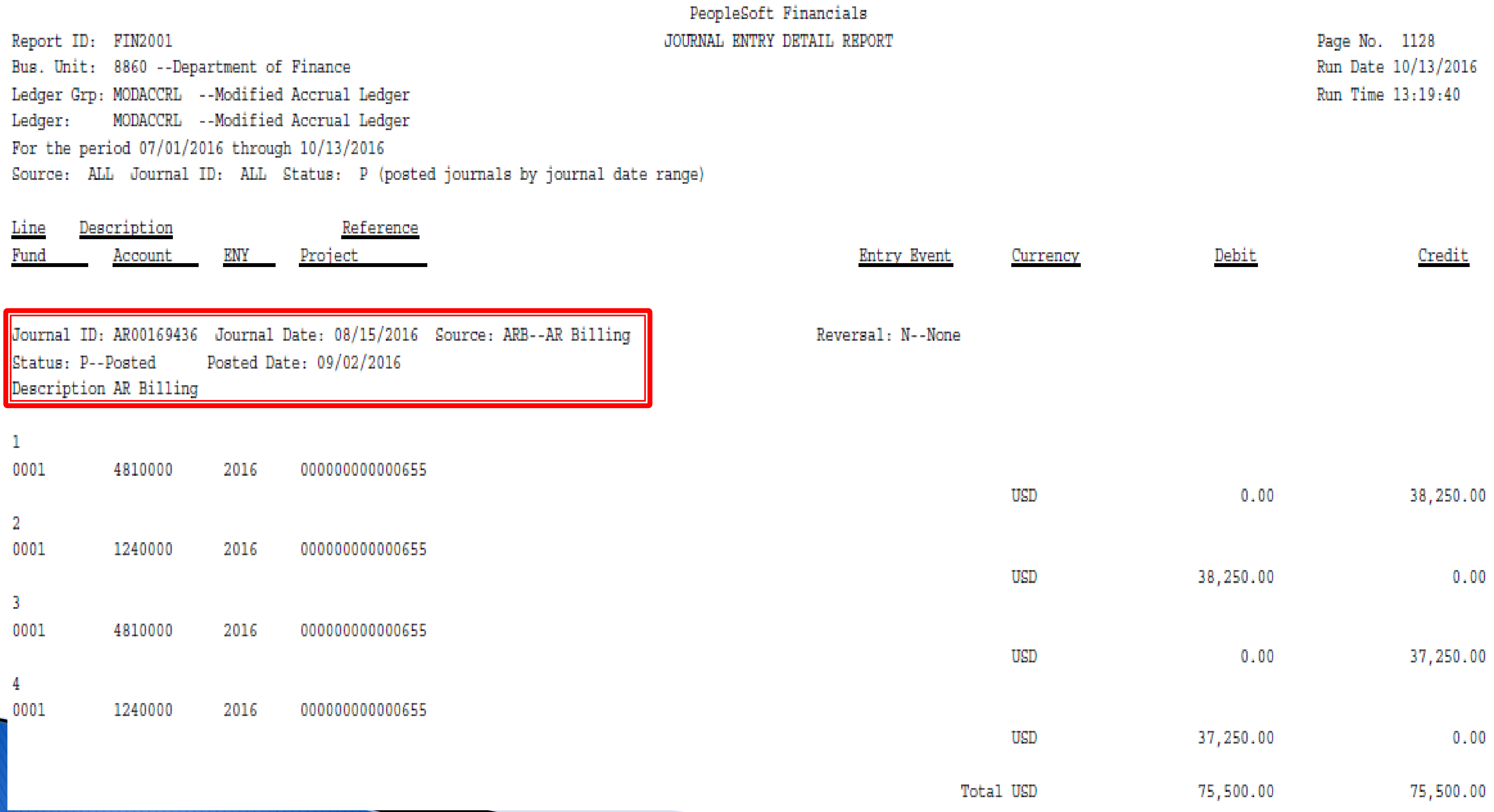
☐ Show Statistics Amount

☐ Display Full Numeric Field

ChartField Selection

Sequence	ChartField Name	Include CF	Descr
1	Fund	☑	☐
2	Account	☑	☐
3	Year of Enactment	☑	☐
4	Project	☑	☐

JOURNAL ENTRY DETAIL REPORT



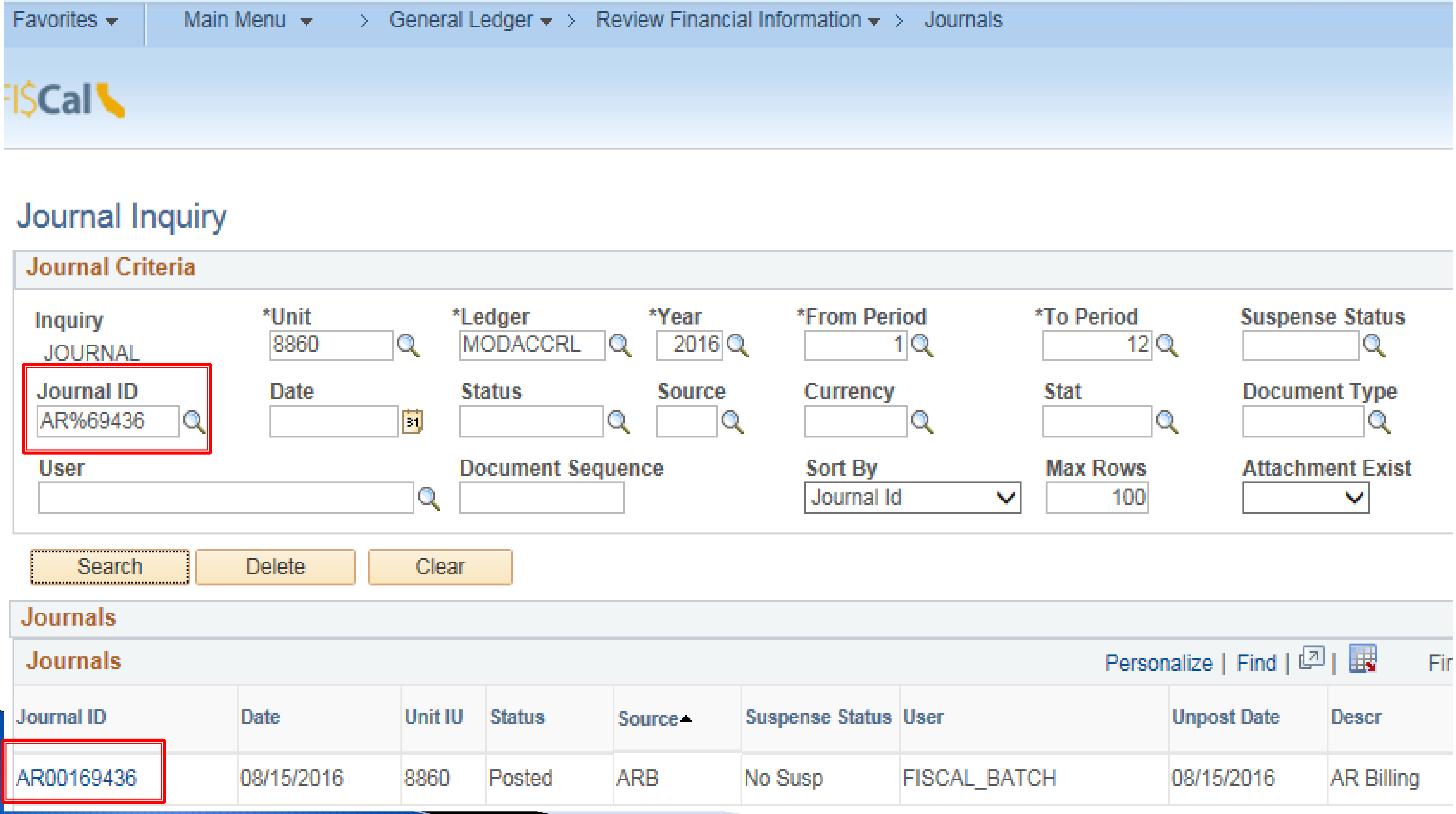
```
                                                  PeopleSoft Financials
Report ID:  FIN2001                              JOURNAL ENTRY DETAIL REPORT                                Page No.  1128
Bus. Unit:  8860 --Department of Finance                                                                     Run Date 10/13/2016
Ledger Grp: MODACCRL  --Modified Accrual Ledger                                                              Run Time 13:19:40
Ledger:     MODACCRL  --Modified Accrual Ledger
For the period 07/01/2016 through 10/13/2016
Source:  ALL  Journal ID:  ALL  Status:  P (posted journals by journal date range)

Line    Description              Reference
Fund      Account     ENY     Project                                  Entry Event   Currency          Debit          Credit


Journal ID: AR00169436  Journal Date: 08/15/2016  Source: ARB--AR Billing             Reversal: N--None
Status: P--Posted      Posted Date: 09/02/2016
Description AR Billing

1
0001      4810000     2016    000000000000655
                                                                                       USD                0.00       38,250.00

2
0001      1240000     2016    000000000000655
                                                                                       USD           38,250.00            0.00

3
0001      4810000     2016    000000000000655
                                                                                       USD                0.00       37,250.00

4
0001      1240000     2016    000000000000655
                                                                                       USD           37,250.00            0.00

                                                                                 Total USD           75,500.00       75,500.00
```

JOURNAL INQUIRY

Allows a user to search for a journal using various search criteria such as:

- Journal ID, BU, user, source and drill down to source document and attachments

JOURNAL INQUIRY


Favorites
Main Menu
General Ledger
Review Financial Information
Journals
FI$Cal
Search
Delete
Clear
Personalize | Find |
Fir

Journal Inquiry

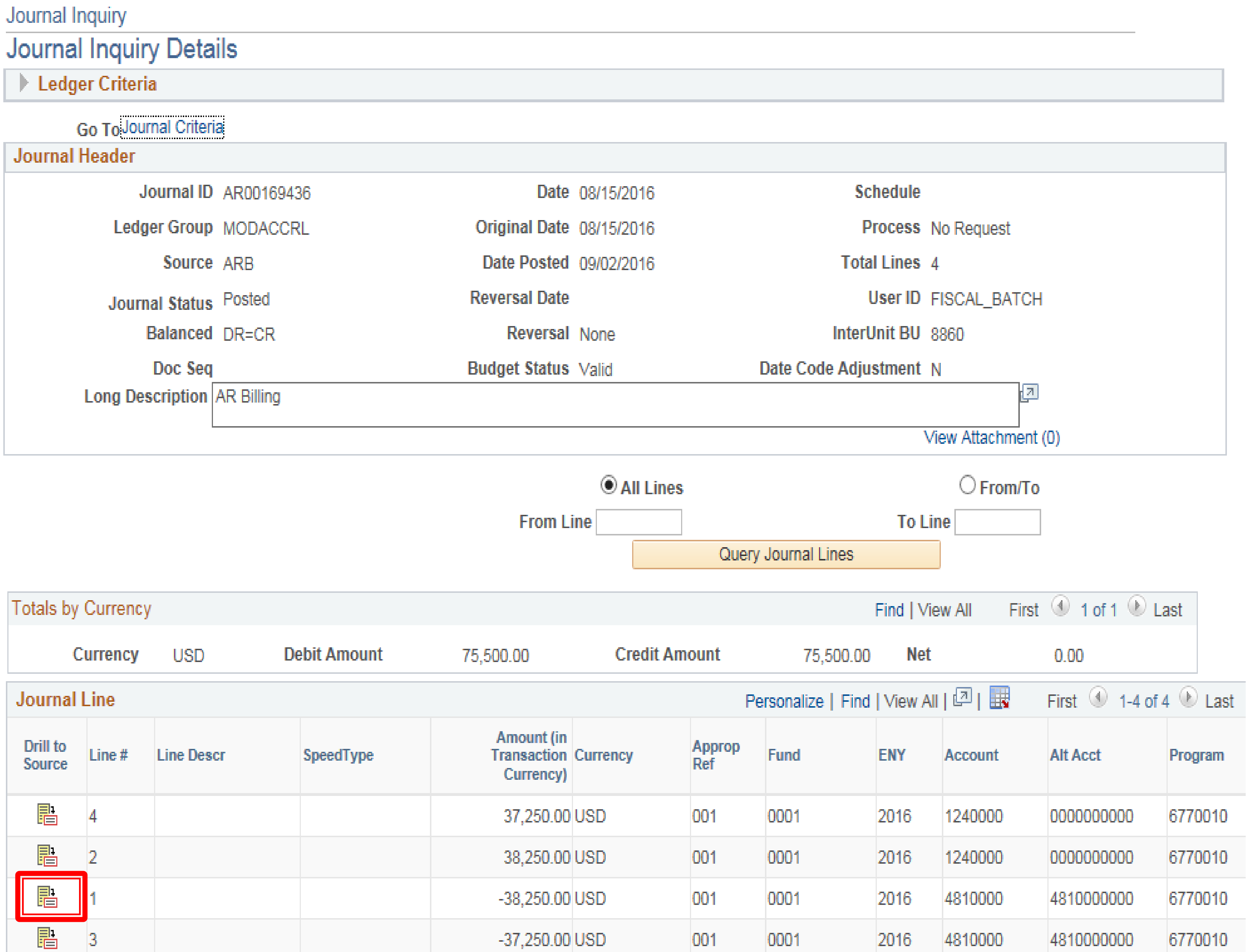
Journal Criteria

Inquiry: JOURNAL
*Unit: 8860
*Ledger: MODACCRL
*Year: 2016
*From Period: 1
*To Period: 12
Suspense Status:
Journal ID: AR%69436
Date:
Status:
Source:
Currency:
Stat:
Document Type:
User:
Document Sequence:
Sort By: Journal Id
Max Rows: 100
Attachment Exist:

Journals

Journal ID	Date	Unit IU	Status	Source▲	Suspense Status	User	Unpost Date	Descr
AR00169436	08/15/2016	8860	Posted	ARB	No Susp	FISCAL_BATCH	08/15/2016	AR Billing

JOURNAL INQUIRY



Journal Inquiry

Journal Inquiry Details

Ledger Criteria
Go To Journal Criteria

Journal Header

Journal ID AR00169436
Date 08/15/2016
Schedule
Ledger Group MODACCRL
Original Date 08/15/2016
Process No Request
Source ARB
Date Posted 09/02/2016
Total Lines 4
Journal Status Posted
Reversal Date
User ID FISCAL_BATCH
Balanced DR=CR
Reversal None
InterUnit BU 8860
Doc Seq
Budget Status Valid
Date Code Adjustment N
Long Description AR Billing

View Attachment (0)
● All Lines
○ From/To
From Line
To Line
Query Journal Lines

Totals by Currency

Find | View All First 1 of 1 Last

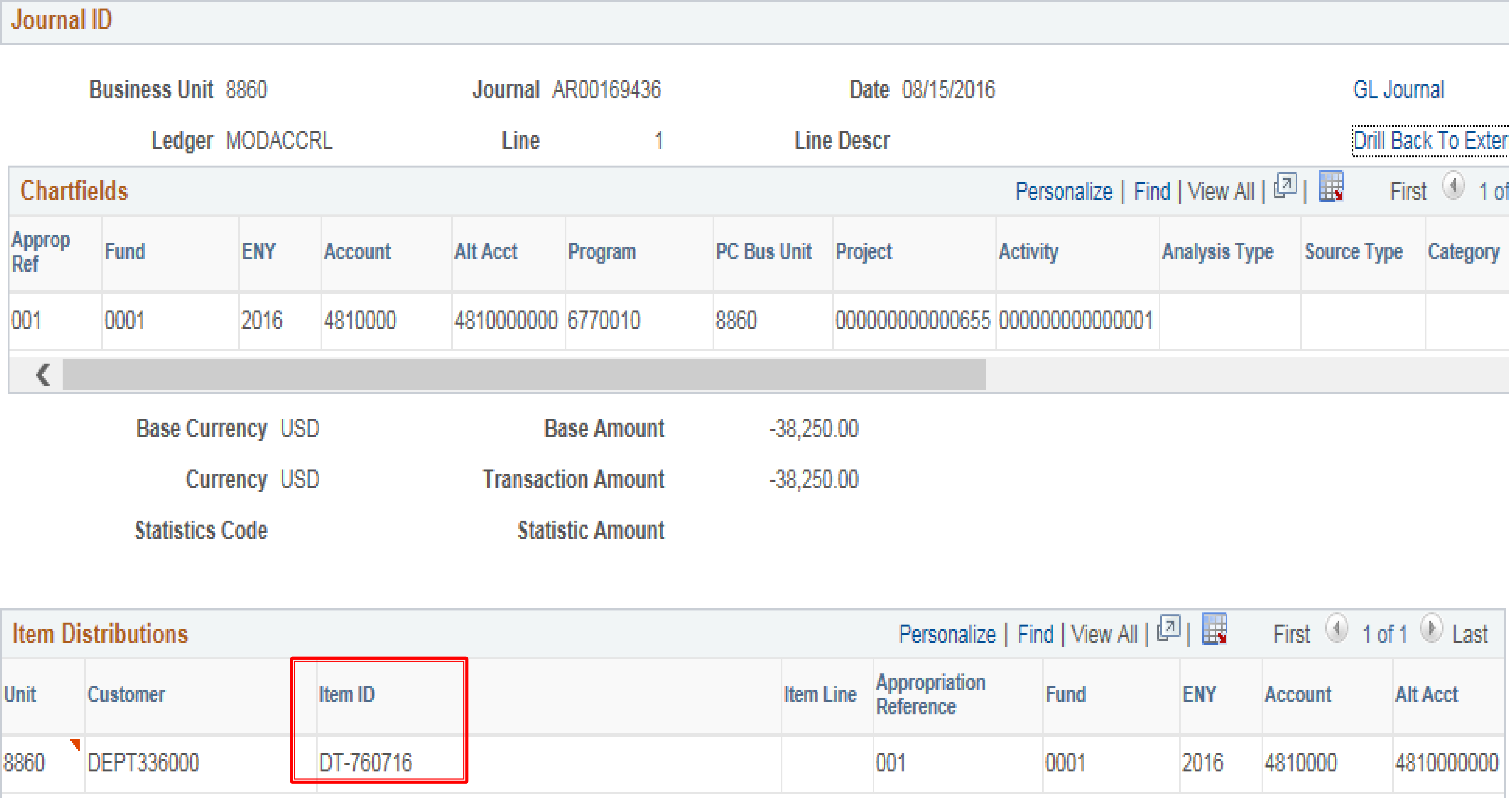
Currency	Debit Amount	Credit Amount	Net
USD	75,500.00	75,500.00	0.00

Journal Line

Personalize | Find | View All | First 1-4 of 4 Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program
	4			37,250.00	USD	001	0001	2016	1240000	0000000000	6770010
	2			38,250.00	USD	001	0001	2016	1240000	0000000000	6770010
	1			-38,250.00	USD	001	0001	2016	4810000	4810000000	6770010
	3			-37,250.00	USD	001	0001	2016	4810000	4810000000	6770010

JOURNAL INQUIRY



Journal ID

Business Unit 8860
Journal AR00169436
Date 08/15/2016
GL Journal

Ledger MODACCRL
Line 1
Line Descr
Drill Back To Exter

Chartfields

Personalize | Find | View All |
First
1 of

Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category
001	0001	2016	4810000	4810000000	6770010	8860	000000000000655	000000000000001			

Base Currency USD
Base Amount -38,250.00

Currency USD
Transaction Amount -38,250.00

Statistics Code
Statistic Amount

Item Distributions

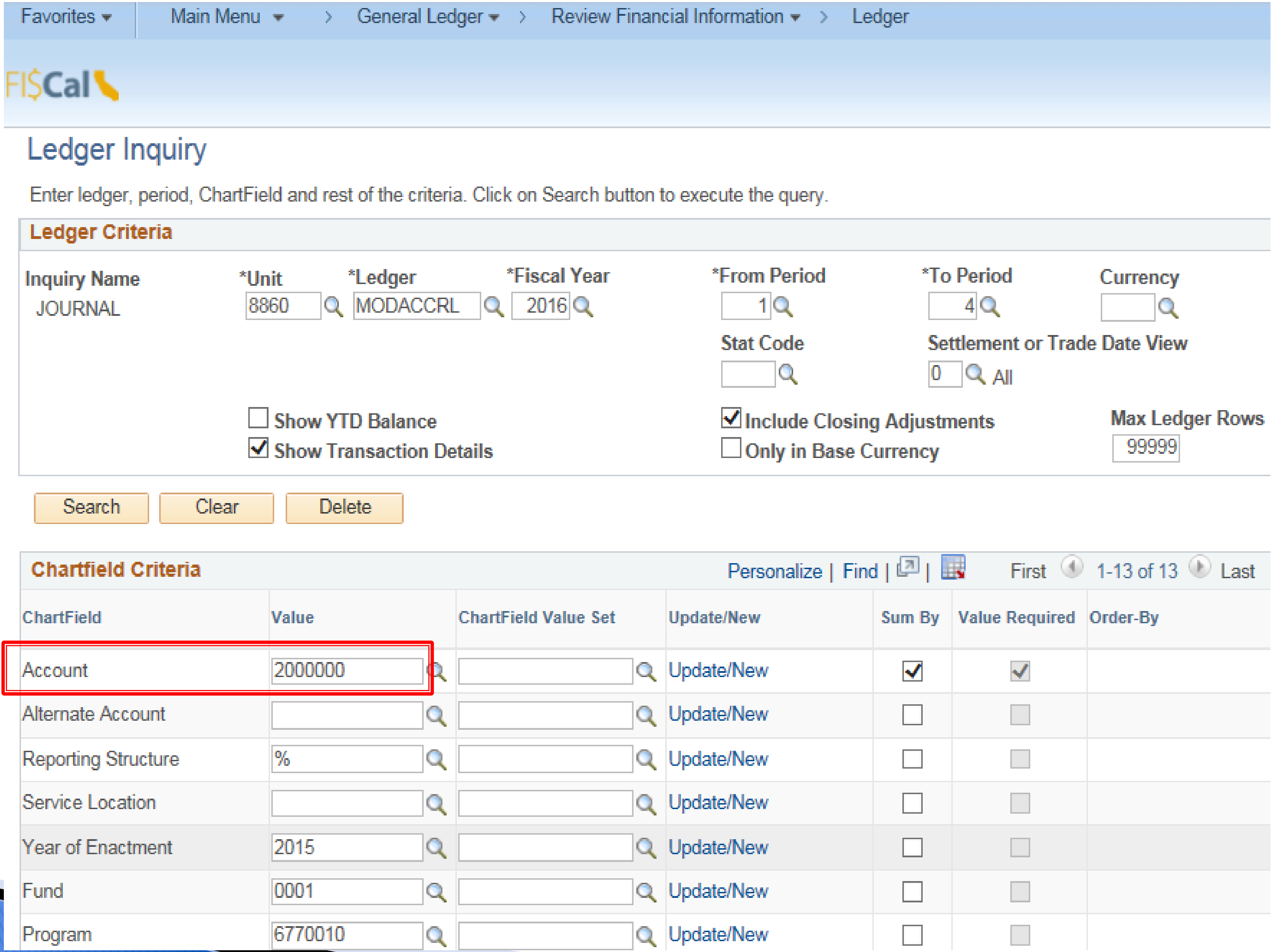
Personalize | Find | View All |
First
1 of 1
Last

Unit	Customer	Item ID	Item Line	Appropriation Reference	Fund	ENY	Account	Alt Acct
8860	DEPT336000	DT-760716		001	0001	2016	4810000	4810000000

LEDGER INQUIRY

- Allows user to specify selection criteria to view ledger detail and summary information with drill down capability

- Example of drill down capability is shown in the next slides


Favorites
Main Menu
General Ledger
Review Financial Information
Ledger
FI$Cal

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name JOURNAL

***Unit** 8860

***Ledger** MODACCRL

***Fiscal Year** 2016

***From Period** 1

***To Period** 4

Currency

Stat Code

Settlement or Trade Date View 0 All

☐ **Show YTD Balance**

☑ **Show Transaction Details**

☑ **Include Closing Adjustments**

☐ **Only in Base Currency**

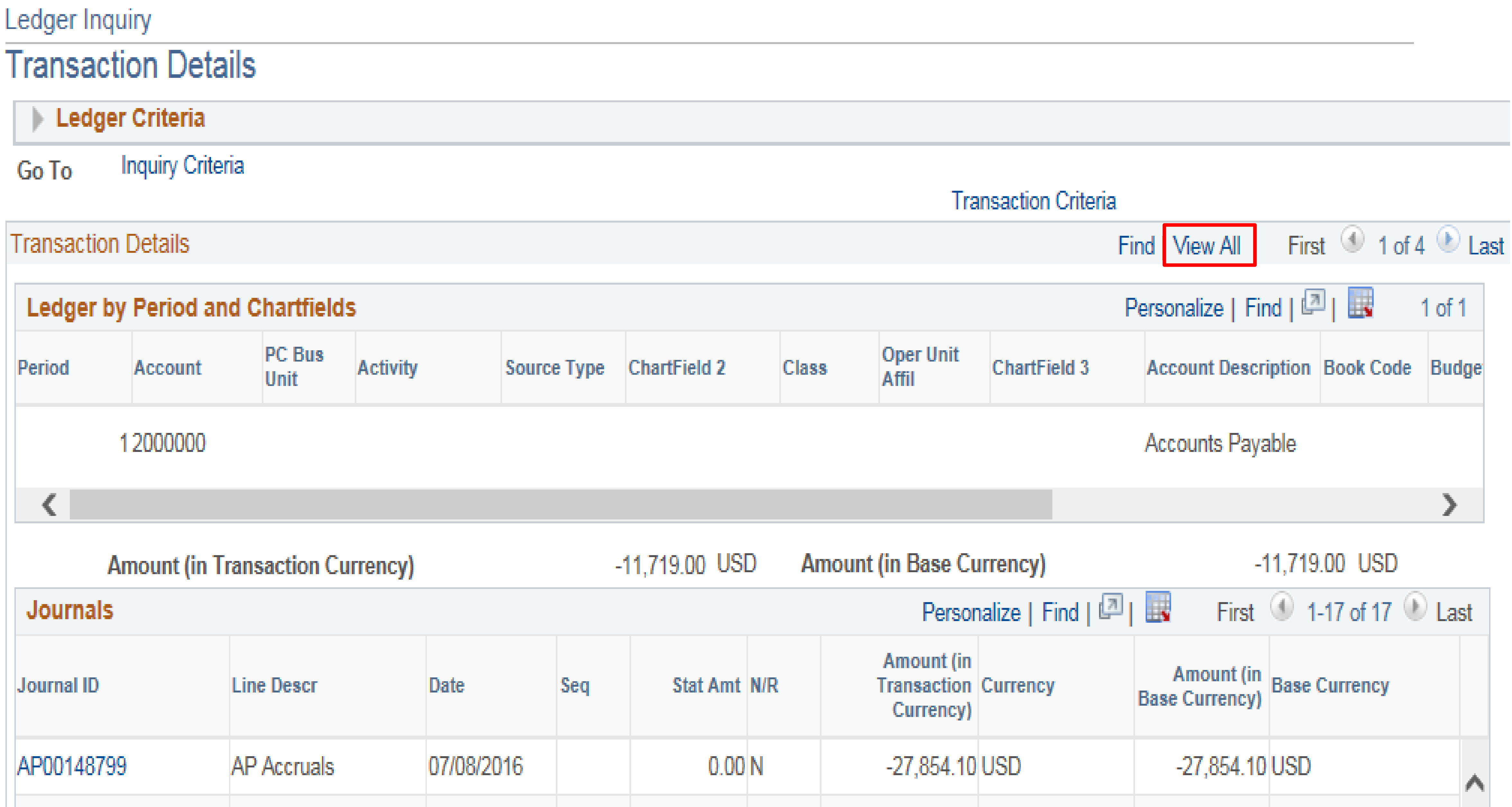
Max Ledger Rows 99999

Search
Clear
Delete

Chartfield Criteria

Personalize | Find |
First
1-13 of 13
Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	2000000		Update/New	☑	☑	
Alternate Account			Update/New	☐	☐	
Reporting Structure	%		Update/New	☐	☐	
Service Location			Update/New	☐	☐	
Year of Enactment	2015		Update/New	☐	☐	
Fund	0001		Update/New	☐	☐	
Program	6770010		Update/New	☐	☐	



Ledger Inquiry

Transaction Details

Ledger Criteria

Go To Inquiry Criteria

Transaction Criteria

Transaction Details

Find
View All
First
1 of 4
Last

Ledger by Period and Chartfields

Personalize | Find |
1 of 1

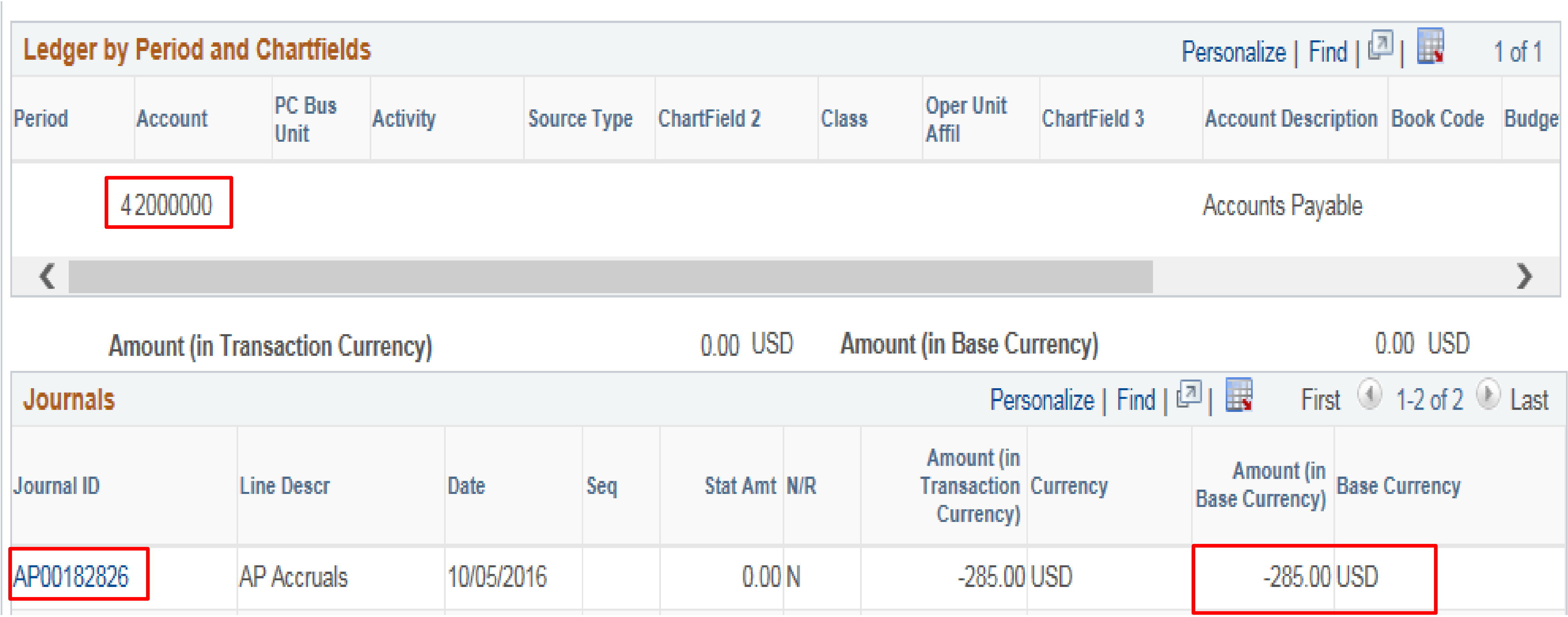
Period	Account	PC Bus Unit	Activity	Source Type	ChartField 2	Class	Oper Unit Affil	ChartField 3	Account Description	Book Code	Budge
1	2000000								Accounts Payable		

Amount (in Transaction Currency) -11,719.00 USD Amount (in Base Currency) -11,719.00 USD

Journals

Personalize | Find |
First
1-17 of 17
Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AP00148799	AP Accruals	07/08/2016		0.00	N	-27,854.10	USD	-27,854.10	USD



Ledger by Period and Chartfields

Personalize | Find |
1 of 1

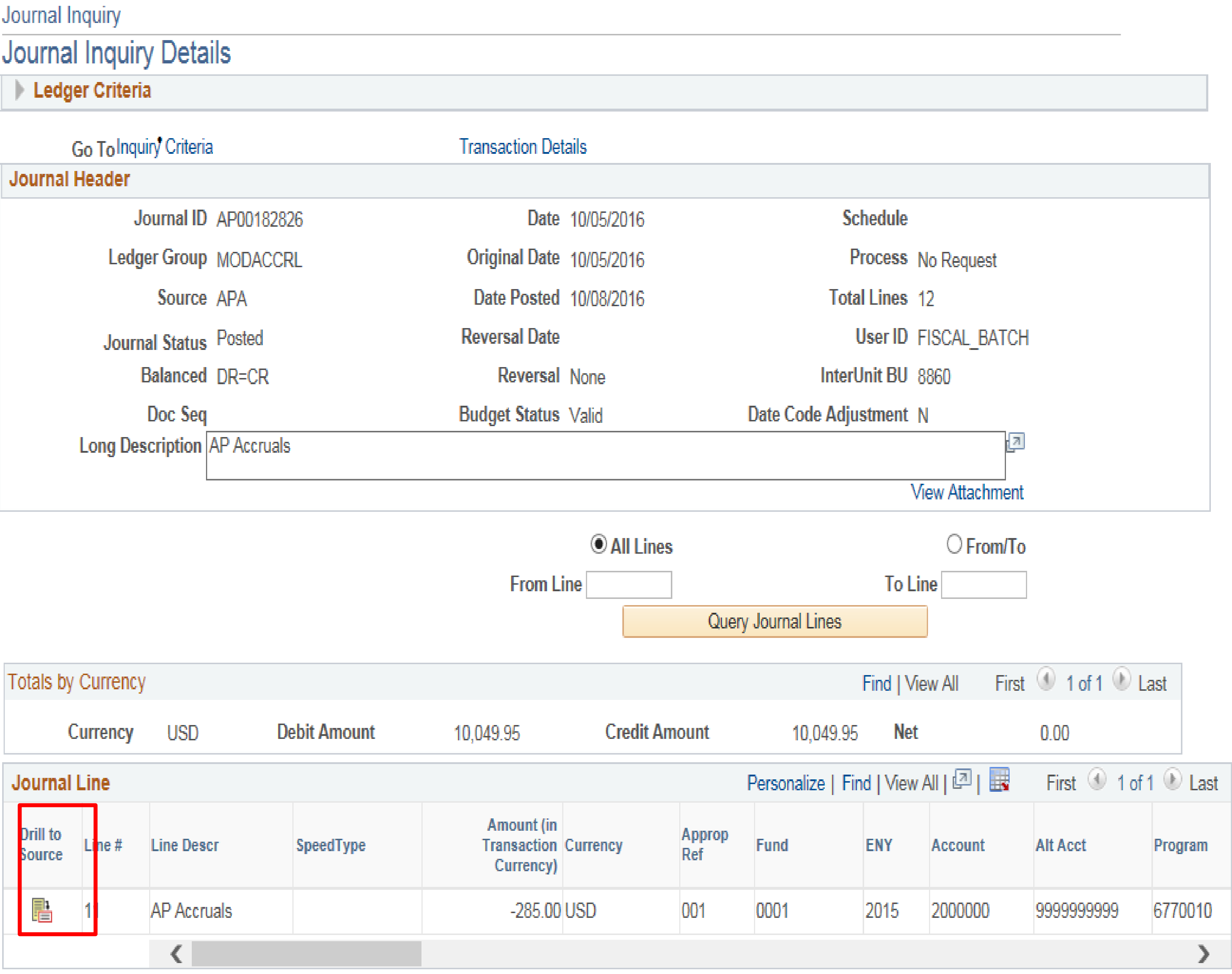
Period	Account	PC Bus Unit	Activity	Source Type	ChartField 2	Class	Oper Unit Affil	ChartField 3	Account Description	Book Code	Budge
	42000000								Accounts Payable		

Amount (in Transaction Currency) 0.00 USD Amount (in Base Currency) 0.00 USD

Journals

Personalize | Find |
First
1-2 of 2
Last

Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency
AP00182826	AP Accruals	10/05/2016		0.00	N	-285.00	USD	-285.00	USD



Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Go To Inquiry Criteria

Transaction Details

Journal Header

Journal ID	AP00182826	Date	10/05/2016	Schedule	
Ledger Group	MODACCRL	Original Date	10/05/2016	Process	No Request
Source	APA	Date Posted	10/08/2016	Total Lines	12
Journal Status	Posted	Reversal Date		User ID	FISCAL_BATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	8860
Doc Seq		Budget Status	Valid	Date Code Adjustment	N

Long Description: AP Accruals

View Attachment

● All Lines ○ From/To

From Line ____ To Line ____

Query Journal Lines

Totals by Currency

Find | View All First 1 of 1 Last

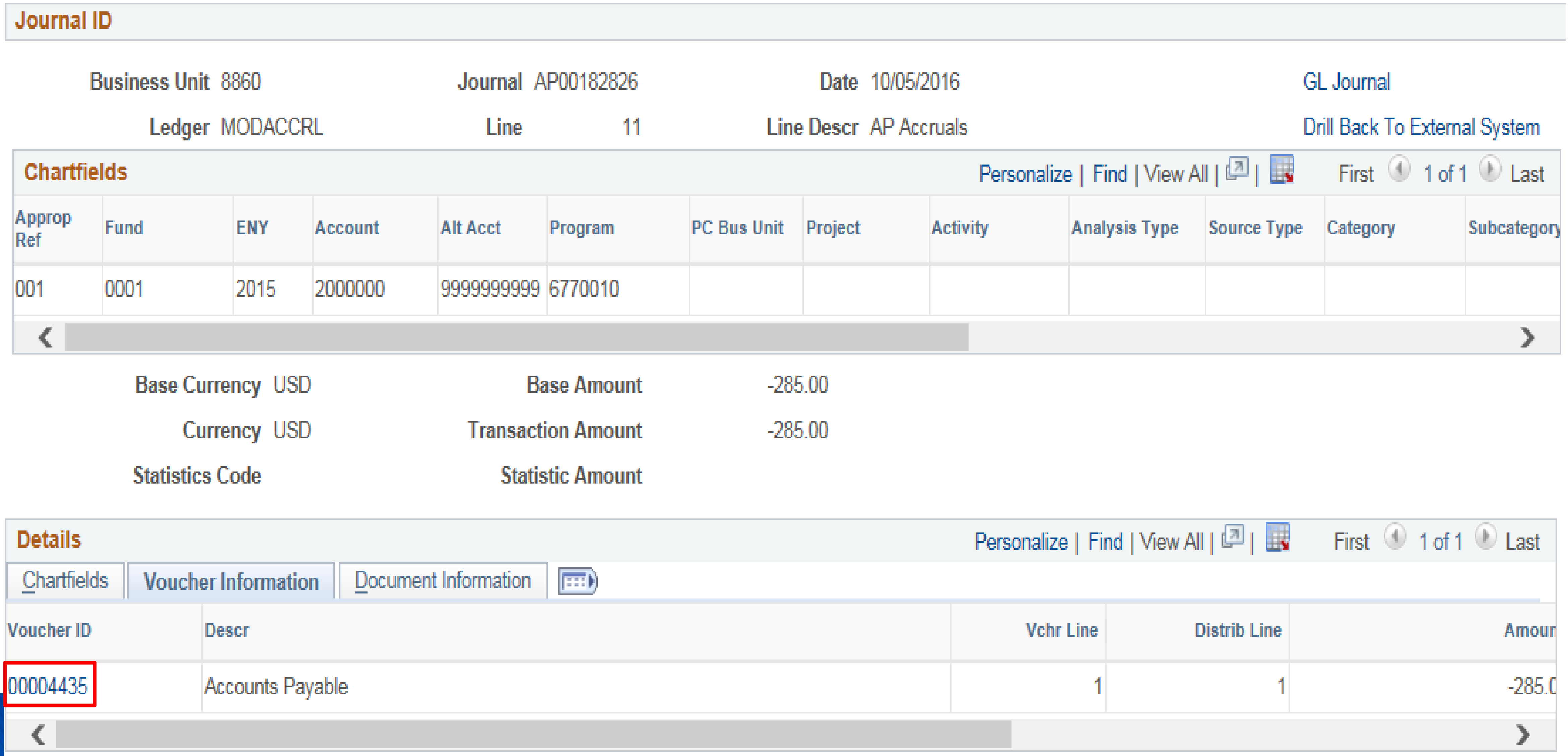
Currency	USD	Debit Amount	10,049.95	Credit Amount	10,049.95	Net	0.00

Journal Line

Personalize | Find | View All | First 1 of 1 Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program
📄	1	AP Accruals		-285.00	USD	001	0001	2015	2000000	9999999999	6770010

Drill to Source



Journal ID

Business Unit 8860
Journal AP00182826
Date 10/05/2016
Ledger MODACCRL
Line 11
Line Descr AP Accruals

GL Journal
Drill Back To External System

Chartfields

Personalize | Find | View All | | First 1 of 1 Last

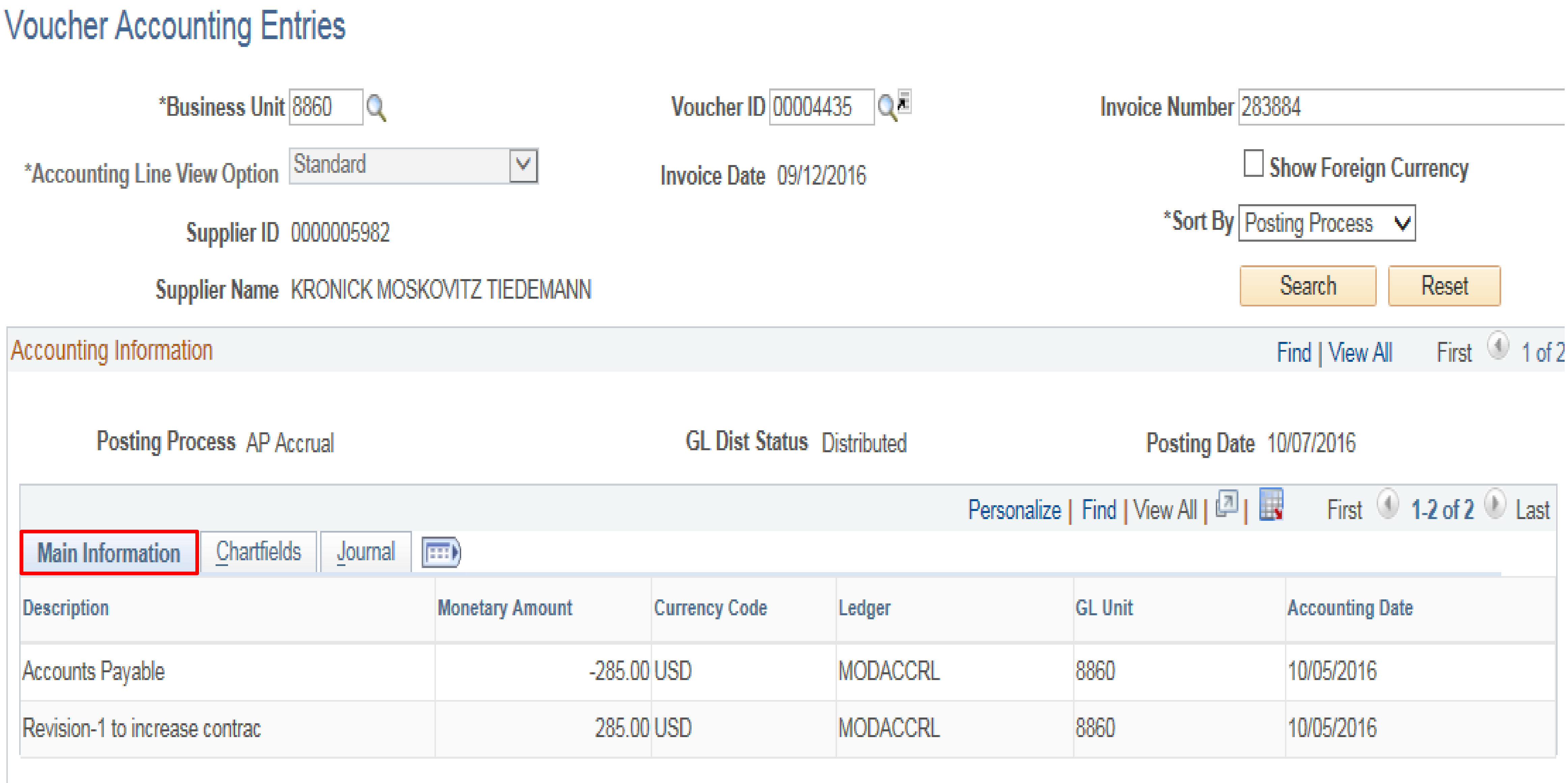
Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory
001	0001	2015	2000000	9999999999	6770010							

Base Currency USD
Base Amount -285.00
Currency USD
Transaction Amount -285.00
Statistics Code
Statistic Amount

Details

Personalize | Find | View All | | First 1 of 1 Last
Chartfields
Voucher Information
Document Information

Voucher ID	Descr	Vchr Line	Distrib Line	Amour
00004435	Accounts Payable	1	1	-285.0



Voucher Accounting Entries

*Business Unit 8860

Voucher ID 00004435

Invoice Number 283884

*Accounting Line View Option Standard

Invoice Date 09/12/2016

☐ Show Foreign Currency

*Sort By Posting Process

Supplier ID 0000005982

Supplier Name KRONICK MOSKOVITZ TIEDEMANN

Search
Reset

Accounting Information

Find | View All
First
1 of 2

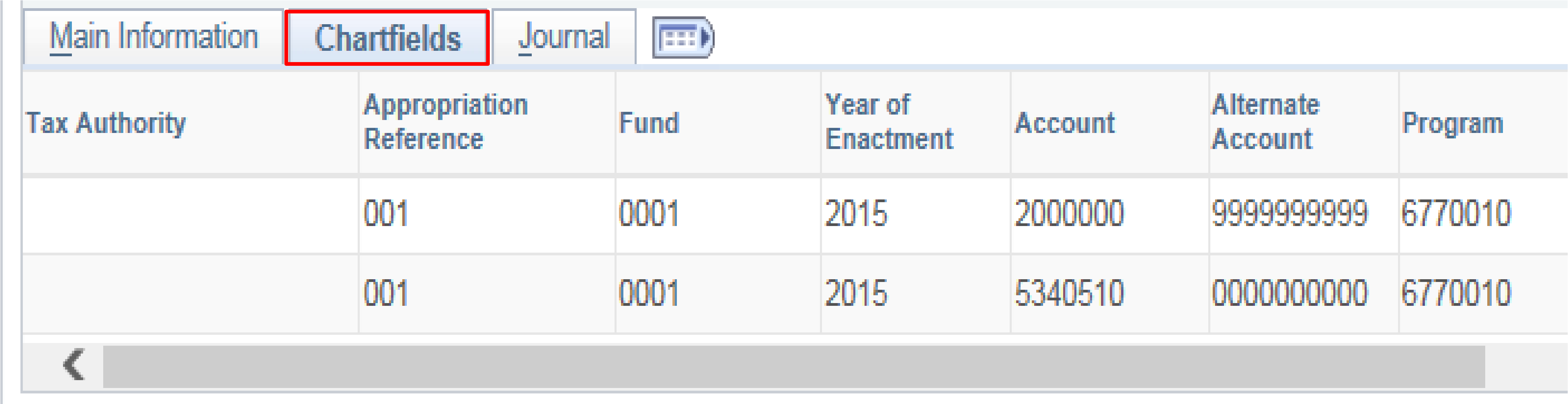
Posting Process AP Accrual

GL Dist Status Distributed

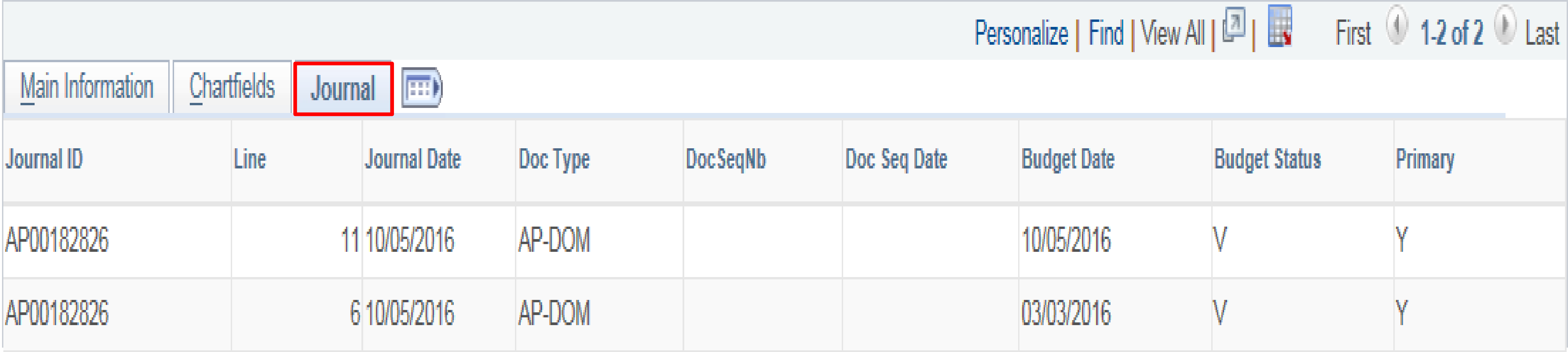
Posting Date 10/07/2016

Personalize | Find | View All |
First
1-2 of 2
Last
Main Information
Chartfields
Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-285.00	USD	MODACCRL	8860	10/05/2016
Revision-1 to increase contrac	285.00	USD	MODACCRL	8860	10/05/2016

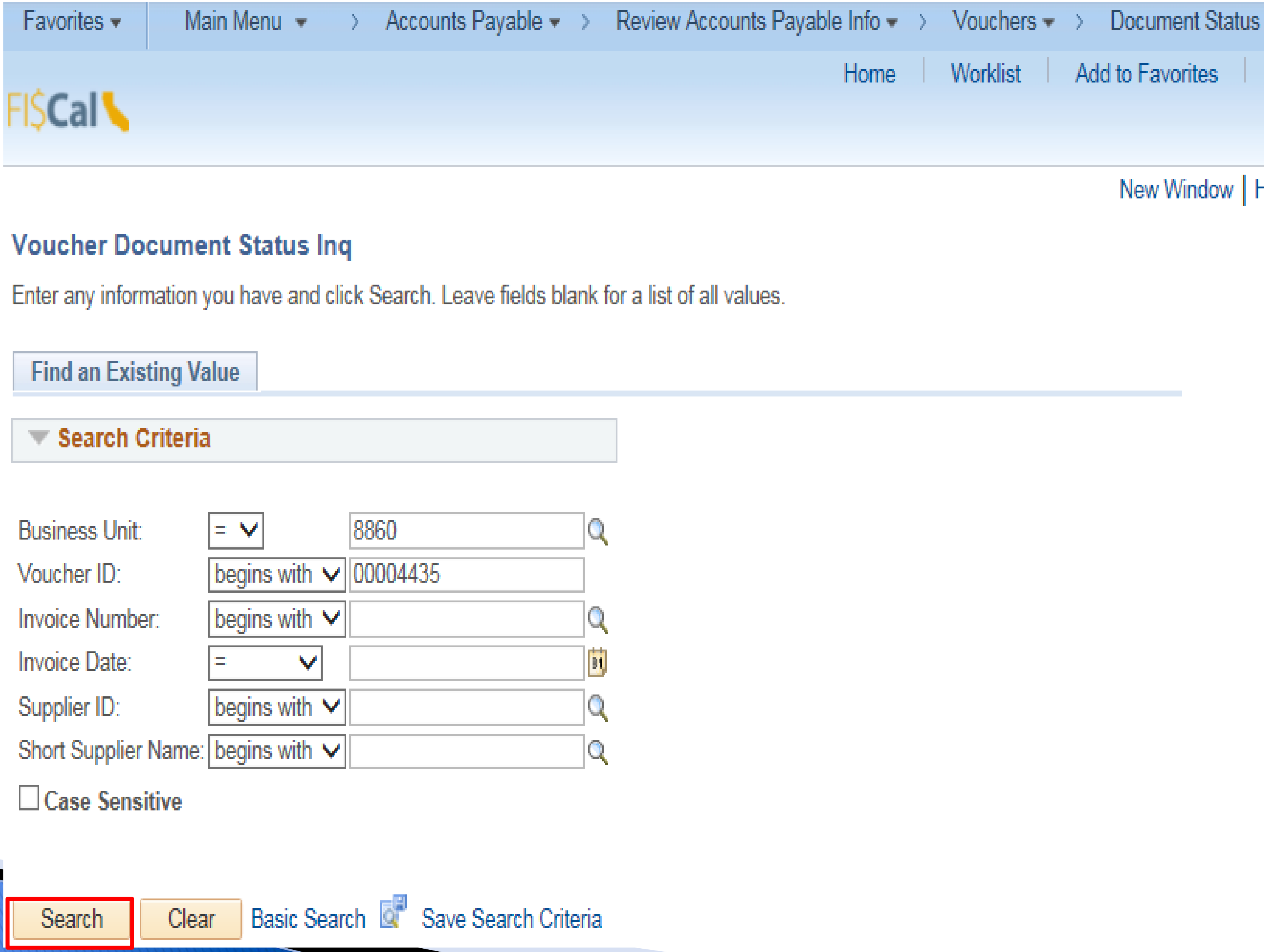

Main Information
Chartfields
Journal

Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program
	001	0001	2015	2000000	9999999999	6770010
	001	0001	2015	5340510	0000000000	6770010


Personalize | Find | View All |
First
1-2 of 2
Last
Main Information
Chartfields
Journal

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary
AP00182826	11	10/05/2016	AP-DOM			10/05/2016	V	Y
AP00182826	6	10/05/2016	AP-DOM			03/03/2016	V	Y

Review Voucher Status in AP


Favorites
Main Menu
Accounts Payable
Review Accounts Payable Info
Vouchers
Document Status
Home
Worklist
Add to Favorites
FI$Cal
New Window
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: = 8860

Voucher ID: begins with 00004435

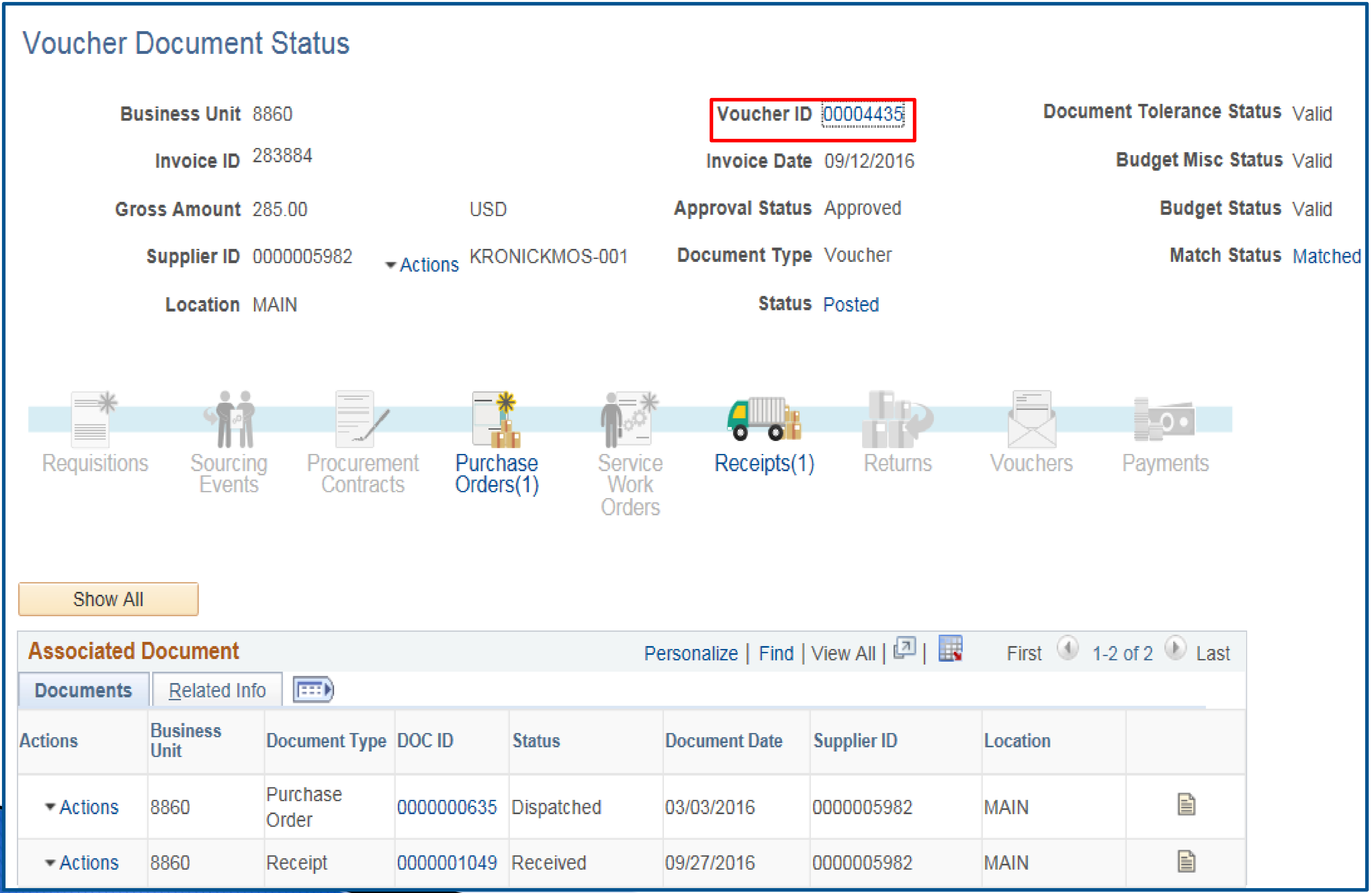
Invoice Number: begins with

Invoice Date: =

Supplier ID: begins with

Short Supplier Name: begins with

☐ Case Sensitive



Voucher Document Status

Business Unit 8860

Voucher ID 00004435

Document Tolerance Status Valid

Invoice ID 283884

Invoice Date 09/12/2016

Budget Misc Status Valid

Gross Amount 285.00 USD

Approval Status Approved

Budget Status Valid

Supplier ID 0000005982 ▾Actions KRONICKMOS-001

Document Type Voucher

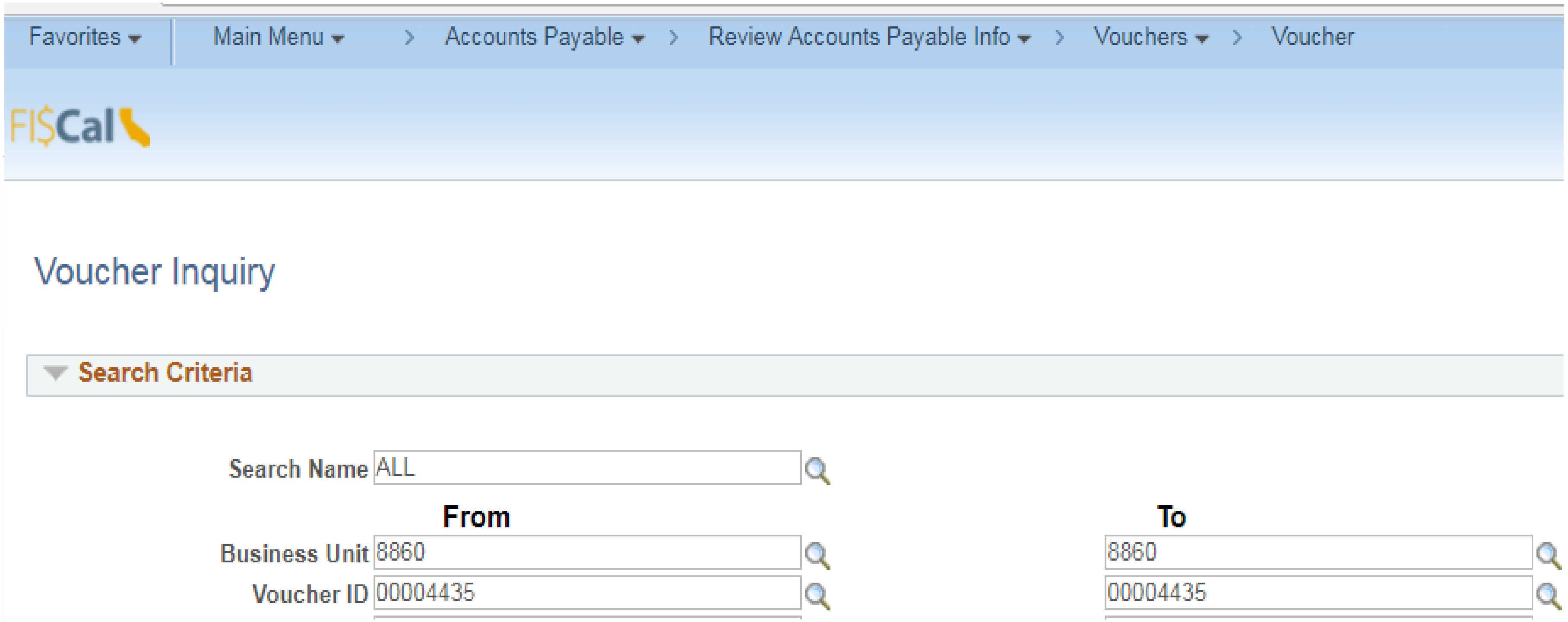
Match Status Matched

Location MAIN

Status Posted

Requisitions
Sourcing Events
Procurement Contracts
Purchase Orders(1)
Service Work Orders
Receipts(1)
Returns
Vouchers
Payments
Show All
Associated Document
Personalize | Find | View All |
First 1-2 of 2 Last
Documents
Related Info

Actions	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▾Actions	8860	Purchase Order	0000000635	Dispatched	03/03/2016	0000005982	MAIN	🗎
▾Actions	8860	Receipt	0000001049	Received	09/27/2016	0000005982	MAIN	🗎

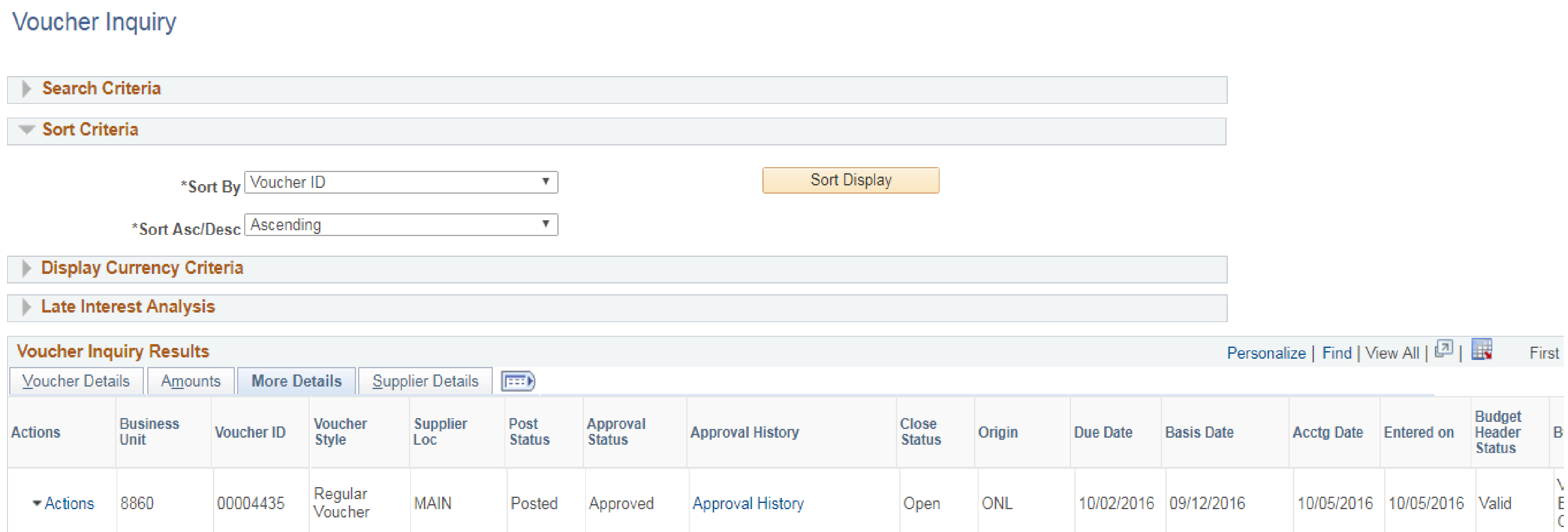

Favorites
Main Menu
Accounts Payable
Review Accounts Payable Info
Vouchers
Voucher
FI$Cal

Voucher Inquiry

Search Criteria

Search Name ALL

	From	To
Business Unit	8860	8860
Voucher ID	00004435	00004435


Search Criteria
Display Currency Criteria
Late Interest Analysis
Sort Display
Personalize | Find | View All |
First
Voucher Details
Amounts
More Details
Supplier Details

Voucher Inquiry

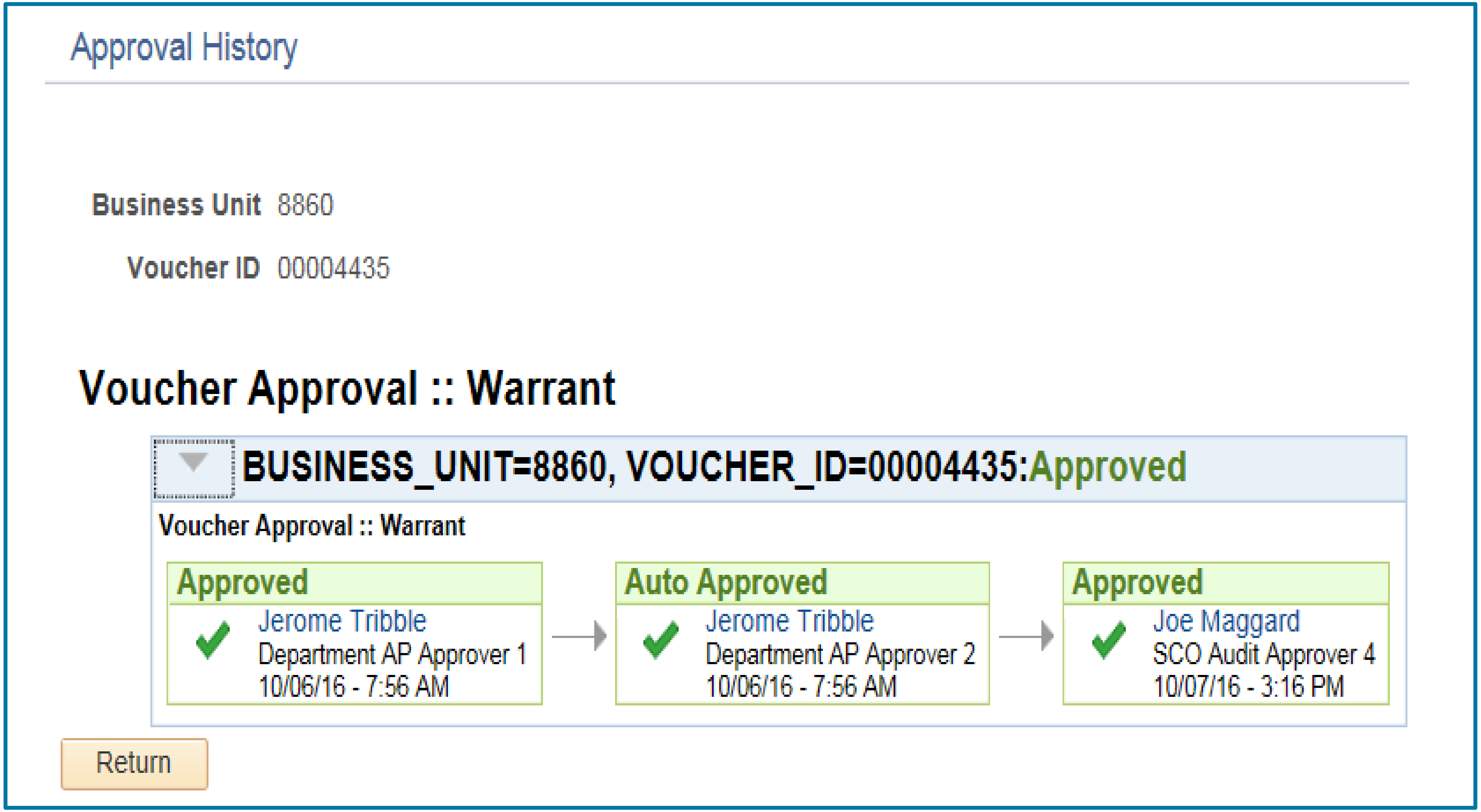
Sort Criteria

*Sort By Voucher ID

*Sort Asc/Desc Ascending

Voucher Inquiry Results

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	B
Actions	8860	00004435	Regular Voucher	MAIN	Posted	Approved	Approval History	Open	ONL	10/02/2016	09/12/2016	10/05/2016	10/05/2016	Valid	V E C



Approval History

Business Unit 8860

Voucher ID 00004435

Voucher Approval :: Warrant

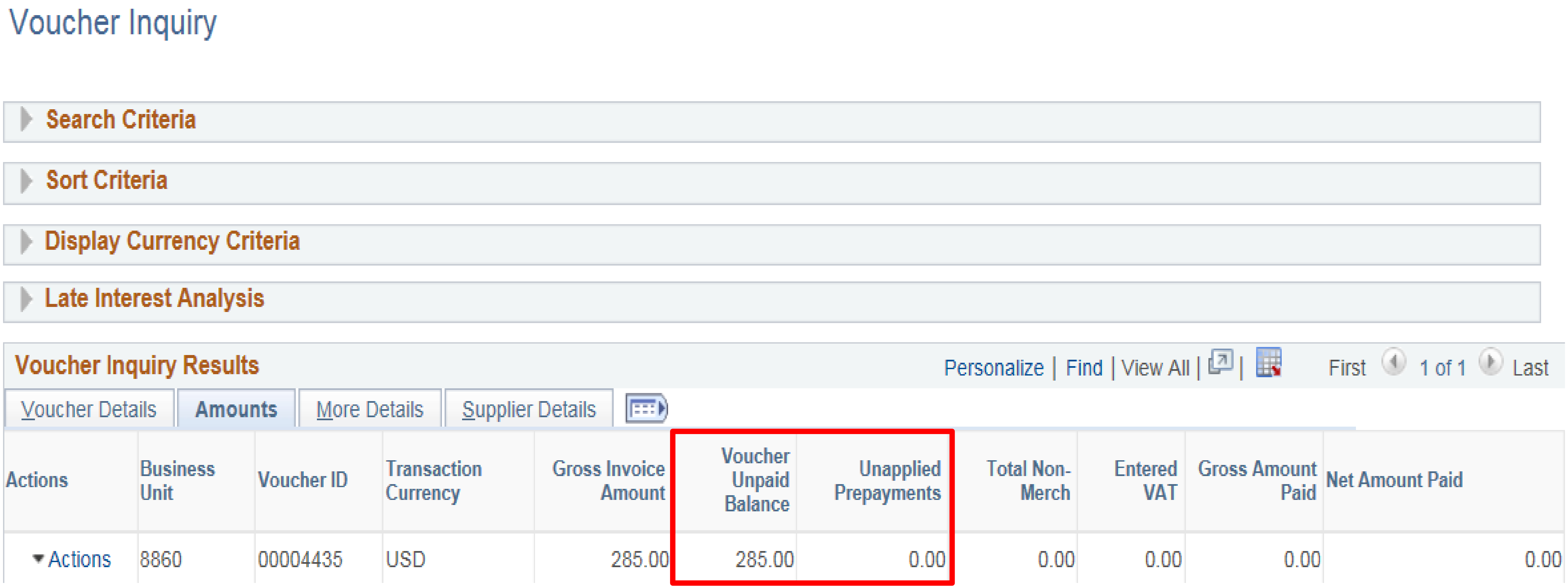
BUSINESS_UNIT=8860, VOUCHER_ID=00004435:Approved

Voucher Approval :: Warrant

Approved
✓ Jerome Tribble
Department AP Approver 1
10/06/16 - 7:56 AM

Auto Approved
✓ Jerome Tribble
Department AP Approver 2
10/06/16 - 7:56 AM

Approved
✓ Joe Maggard
SCO Audit Approver 4
10/07/16 - 3:16 PM


Voucher Inquiry
Search Criteria
Sort Criteria
Display Currency Criteria
Late Interest Analysis
Voucher Inquiry Results
Personalize | Find | View All |
First
1 of 1
Last
Voucher Details
Amounts
More Details
Supplier Details

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▾ Actions	8860	00004435	USD	285.00	285.00	0.00	0.00	0.00	0.00	0.00

Commitment Control Reports

Budget Status Report

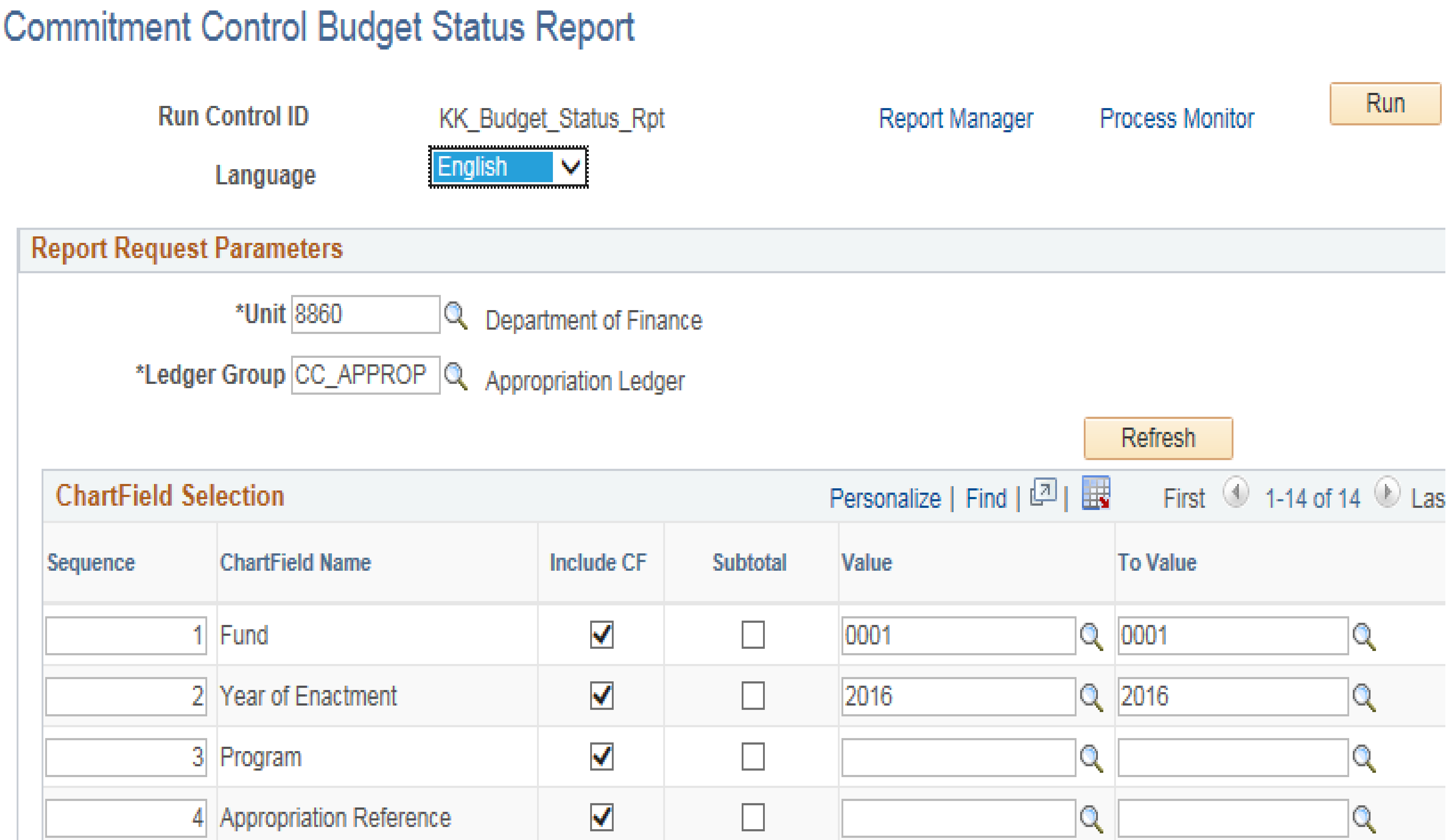
- Purpose: to report remaining spending authority for a fund, reference and program combination

- Lists appropriations, appropriation expenditures, reimbursements and operating transfers as adjusted by encumbrances

- Categorize appropriations as follows: - Appropriation and Associated Revenue

- Can be used by departments to review and analyze how budgets have been spent for the current fiscal year and how much spending authority is remaining

Budget Status Report



Commitment Control Budget Status Report

Run Control ID KK_Budget_Status_Rpt

Language English

Report Request Parameters

*Unit 8860 Department of Finance

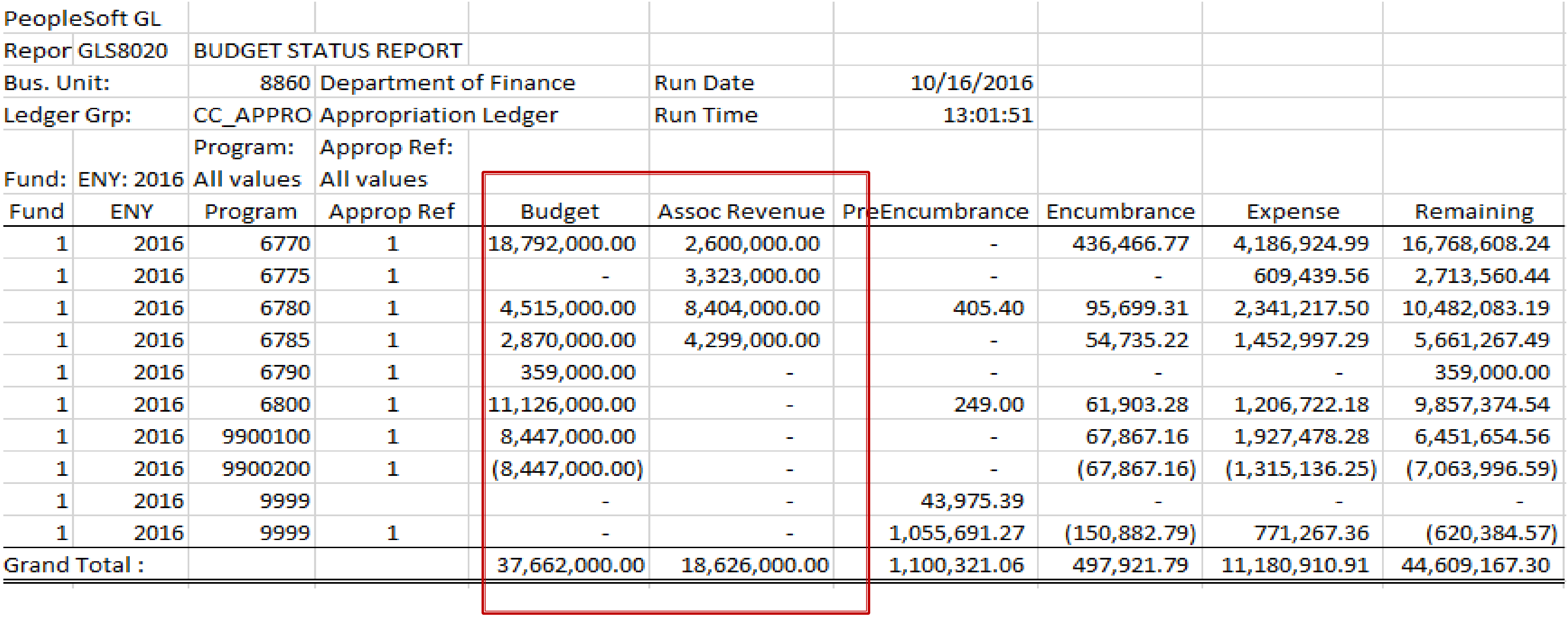
*Ledger Group CC_APPROP Appropriation Ledger

ChartField Selection

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund	☑	☐	0001	0001
2	Year of Enactment	☑	☐	2016	2016
3	Program	☑	☐		
4	Appropriation Reference	☑	☐		

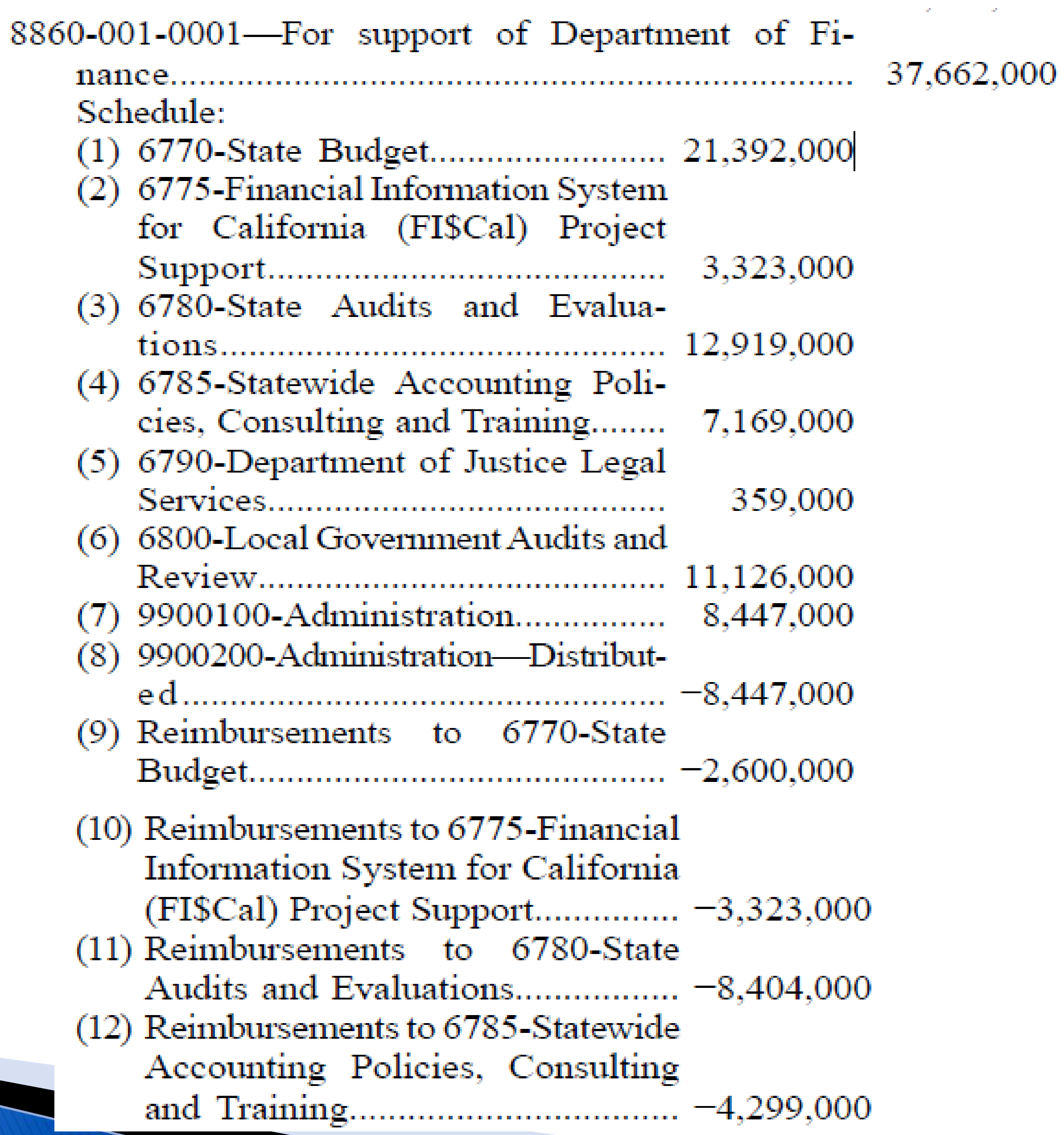
Report Manager
Process Monitor
Run
Refresh
Personalize | Find |
First
1-14 of 14
Las

Budget Status Report



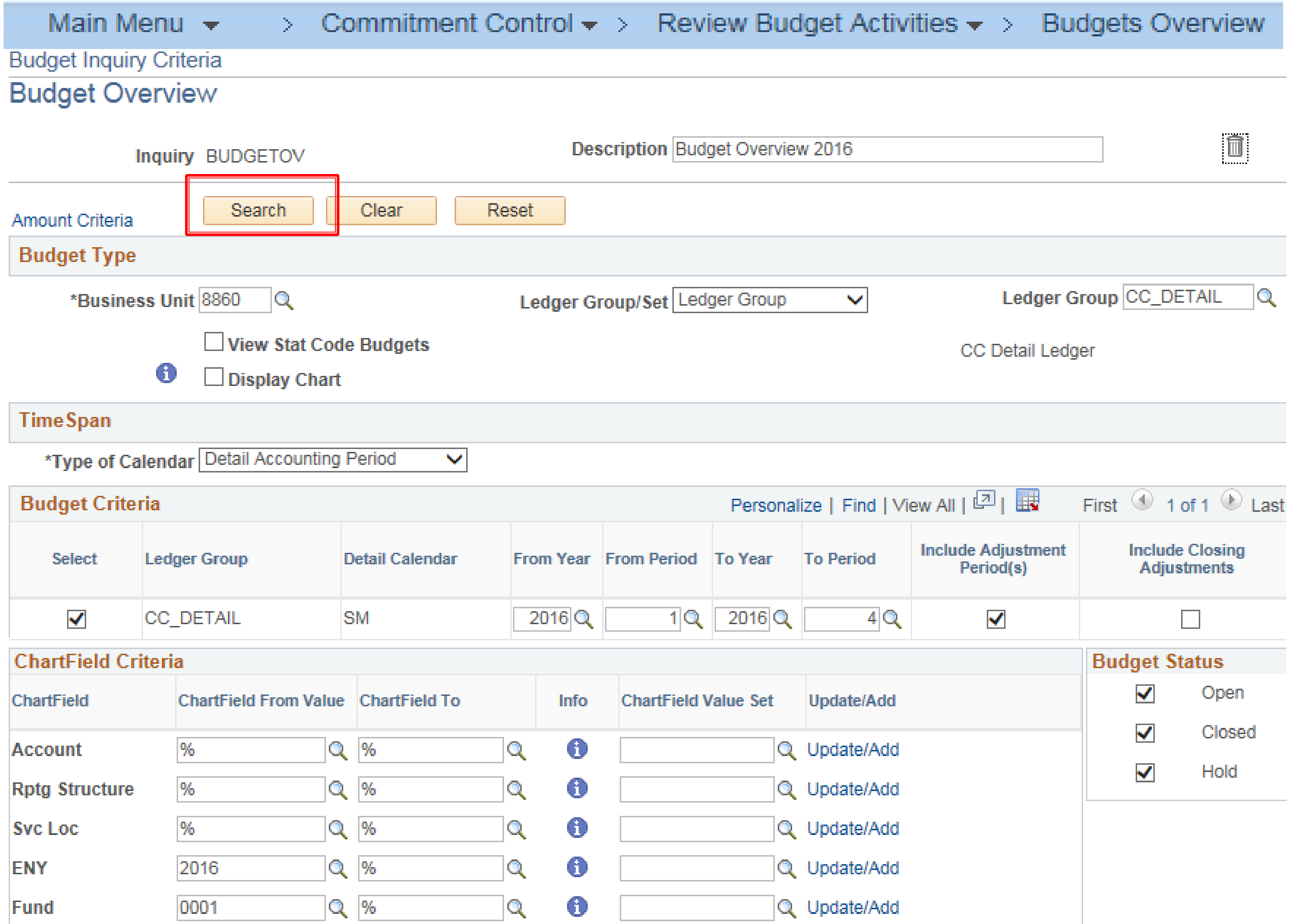
PeopleSoft GL									
Repor	GLS8020	BUDGET STATUS REPORT							
Bus. Unit:		8860	Department of Finance		Run Date	10/16/2016			
Ledger Grp:		CC_APPRO	Appropriation Ledger		Run Time	13:01:51			
		Program:	Approp Ref:						
Fund:	ENY: 2016	All values	All values						
Fund	ENY	Program	Approp Ref	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
1	2016	6770	1	18,792,000.00	2,600,000.00	-	436,466.77	4,186,924.99	16,768,608.24
1	2016	6775	1	-	3,323,000.00	-	-	609,439.56	2,713,560.44
1	2016	6780	1	4,515,000.00	8,404,000.00	405.40	95,699.31	2,341,217.50	10,482,083.19
1	2016	6785	1	2,870,000.00	4,299,000.00	-	54,735.22	1,452,997.29	5,661,267.49
1	2016	6790	1	359,000.00	-	-	-	-	359,000.00
1	2016	6800	1	11,126,000.00	-	249.00	61,903.28	1,206,722.18	9,857,374.54
1	2016	9900100	1	8,447,000.00	-	-	67,867.16	1,927,478.28	6,451,654.56
1	2016	9900200	1	(8,447,000.00)	-	-	(67,867.16)	(1,315,136.25)	(7,063,996.59)
1	2016	9999		-	-	43,975.39	-	-	-
1	2016	9999	1	-	-	1,055,691.27	(150,882.79)	771,267.36	(620,384.57)
Grand Total :				37,662,000.00	18,626,000.00	1,100,321.06	497,921.79	11,180,910.91	44,609,167.30

Budget Status Report



8860-001-0001—For support of Department of Finance		37,662,000
Schedule:		
(1) 6770-State Budget	21,392,000	
(2) 6775-Financial Information System for California (FI$Cal) Project Support	3,323,000	
(3) 6780-State Audits and Evaluations	12,919,000	
(4) 6785-Statewide Accounting Policies, Consulting and Training	7,169,000	
(5) 6790-Department of Justice Legal Services	359,000	
(6) 6800-Local Government Audits and Review	11,126,000	
(7) 9900100-Administration	8,447,000	
(8) 9900200-Administration—Distributed	−8,447,000	
(9) Reimbursements to 6770-State Budget	−2,600,000	
(10) Reimbursements to 6775-Financial Information System for California (FI$Cal) Project Support	−3,323,000	
(11) Reimbursements to 6780-State Audits and Evaluations	−8,404,000	
(12) Reimbursements to 6785-Statewide Accounting Policies, Consulting and Training	−4,299,000	

Budget Overview


Main Menu > Commitment Control > Review Budget Activities > Budgets Overview
Budget Inquiry Criteria
Search
Clear
Reset
Amount Criteria
Personalize | Find | View All |
First 1 of 1 Last

Budget Overview

Inquiry BUDGETOV

Description Budget Overview 2016

Budget Type

***Business Unit** 8860

Ledger Group/Set Ledger Group

Ledger Group CC_DETAIL

CC Detail Ledger

☐ **View Stat Code Budgets**

☐ **Display Chart**

TimeSpan

***Type of Calendar** Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_DETAIL	SM	2016	1	2016	4	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
Rptg Structure	%	%	ℹ		Update/Add
Svc Loc	%	%	ℹ		Update/Add
ENY	2016	%	ℹ		Update/Add
Fund	0001	%	ℹ		Update/Add

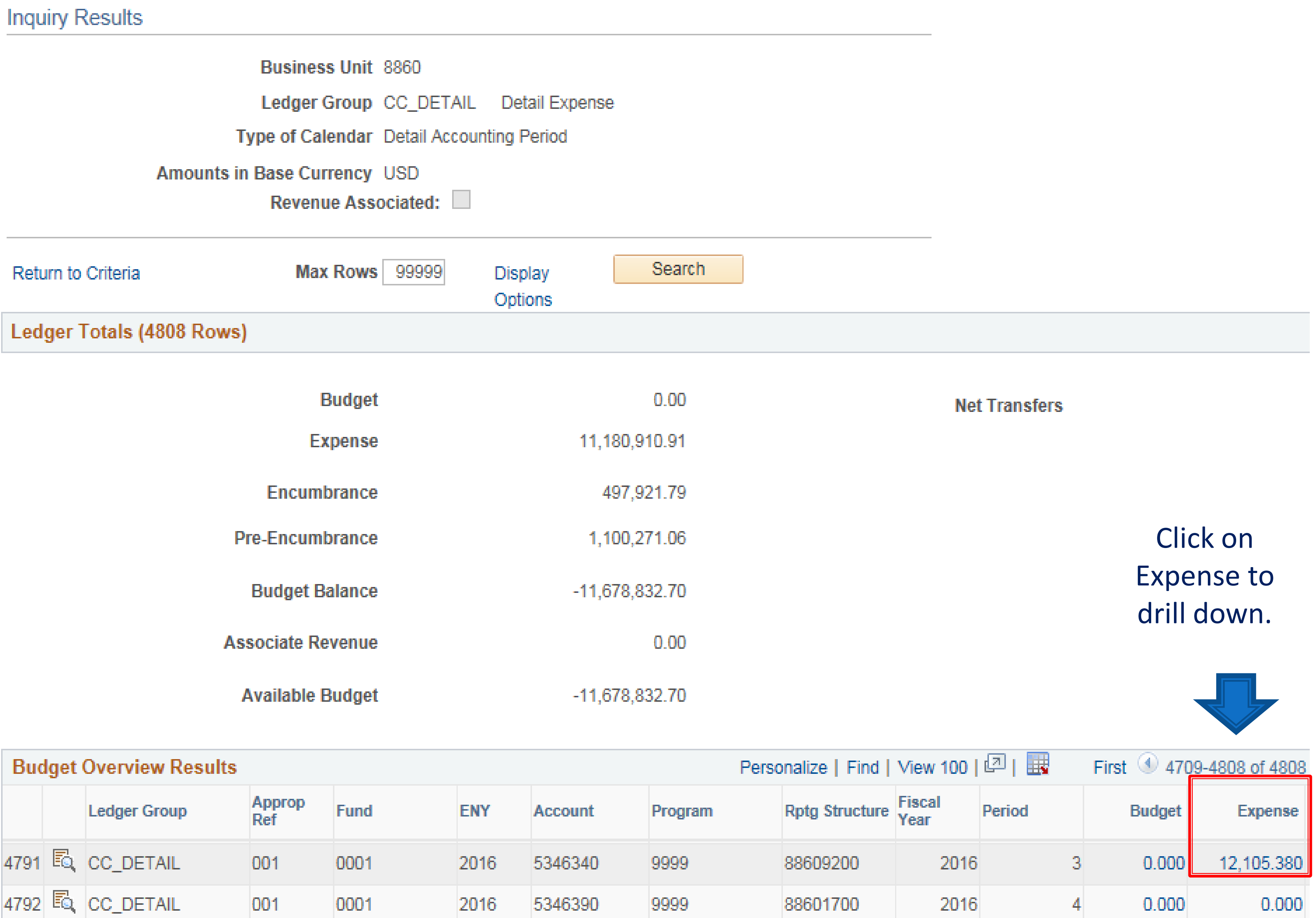
Budget Status

☑ Open

☑ Closed

☑ Hold

Budget Overview



Inquiry Results

Business Unit 8860

Ledger Group CC_DETAIL Detail Expense

Type of Calendar Detail Accounting Period

Amounts in Base Currency USD

Revenue Associated: ☐

Return to Criteria
Max Rows 99999
Display Options
Search

Ledger Totals (4808 Rows)

Budget	0.00
Expense	11,180,910.91
Encumbrance	497,921.79
Pre-Encumbrance	1,100,271.06
Budget Balance	-11,678,832.70
Associate Revenue	0.00
Available Budget	-11,678,832.70

Net Transfers

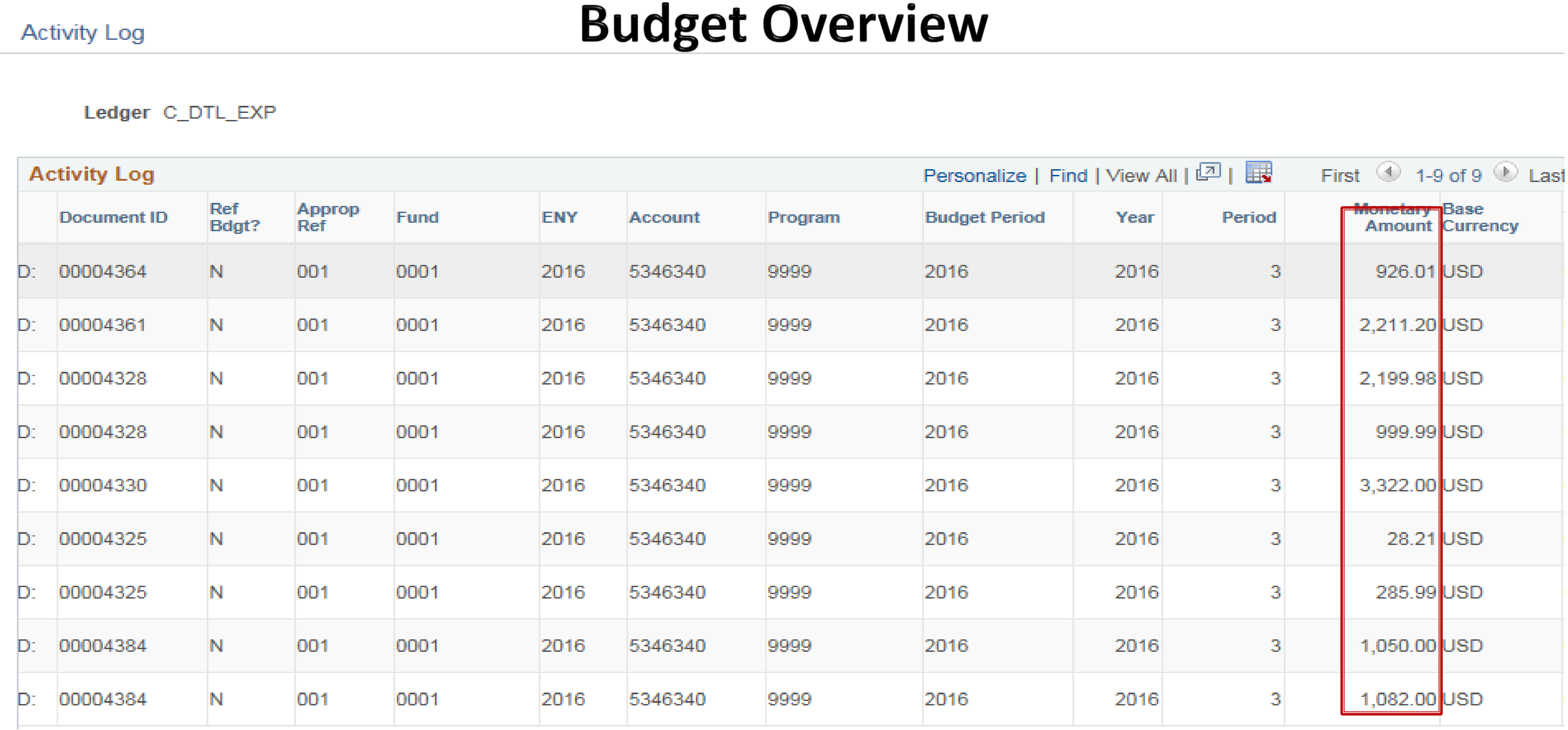
Budget Overview Results

Personalize | Find | View 100 |
First 4709-4808 of 4808

		Ledger Group	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Fiscal Year	Period	Budget	Expense
4791		CC_DETAIL	001	0001	2016	5346340	9999	88609200	2016	3	0.000	12,105.380
4792		CC_DETAIL	001	0001	2016	5346390	9999	88601700	2016	4	0.000	0.000

Click on Expense to drill down.

Budget Overview



Activity Log

Ledger C_DTL_EXP

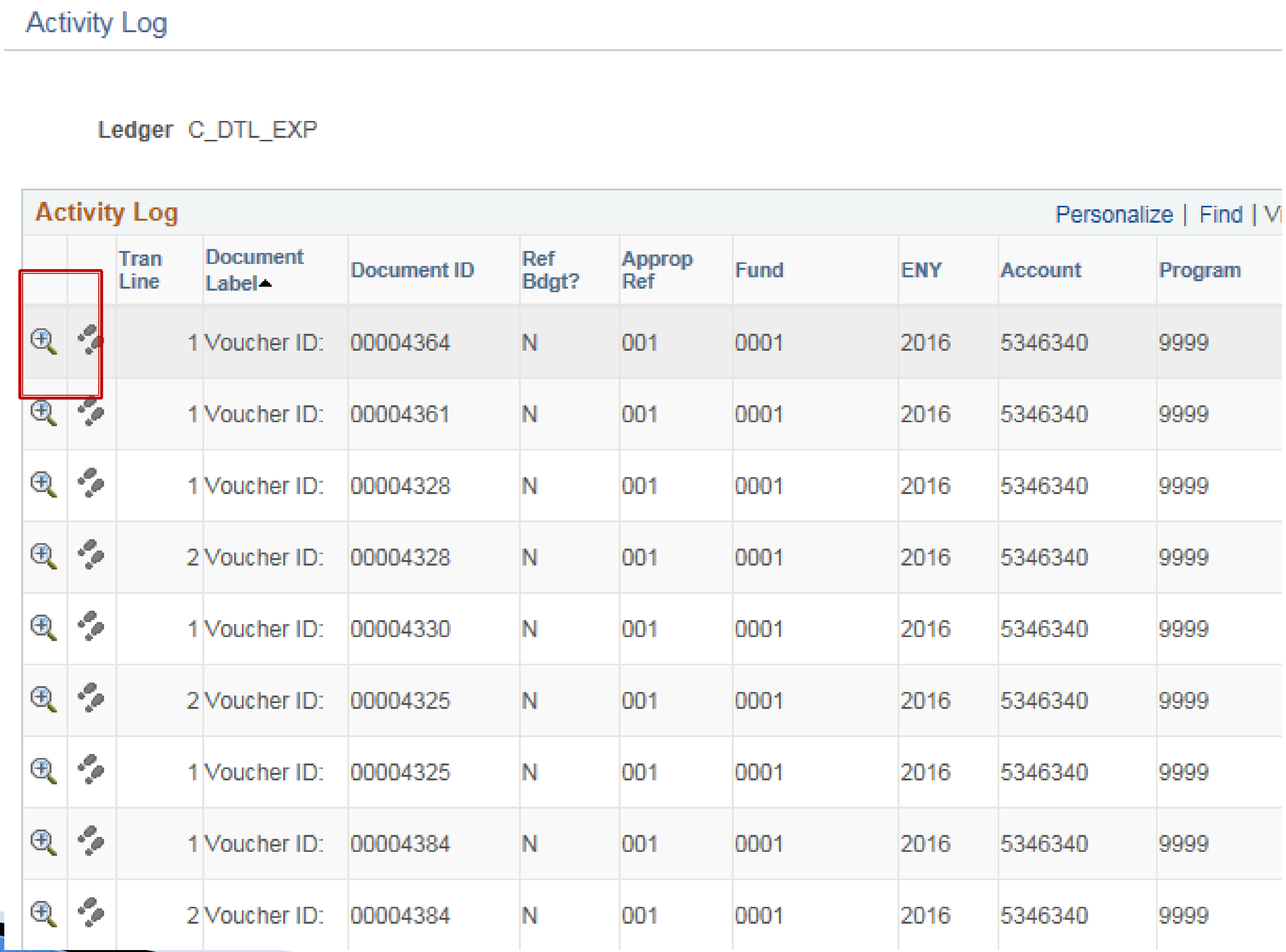
Activity Log

	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program	Budget Period	Year	Period	Monetary Amount	Base Currency
D:	00004364	N	001	0001	2016	5346340	9999	2016	2016	3	926.01	USD
D:	00004361	N	001	0001	2016	5346340	9999	2016	2016	3	2,211.20	USD
D:	00004328	N	001	0001	2016	5346340	9999	2016	2016	3	2,199.98	USD
D:	00004328	N	001	0001	2016	5346340	9999	2016	2016	3	999.99	USD
D:	00004330	N	001	0001	2016	5346340	9999	2016	2016	3	3,322.00	USD
D:	00004325	N	001	0001	2016	5346340	9999	2016	2016	3	28.21	USD
D:	00004325	N	001	0001	2016	5346340	9999	2016	2016	3	285.99	USD
D:	00004384	N	001	0001	2016	5346340	9999	2016	2016	3	1,050.00	USD
D:	00004384	N	001	0001	2016	5346340	9999	2016	2016	3	1,082.00	USD

Scroll to the left to see the magnifying glass to drill down further. See next slide

Total = $ 12,105.30

Budget Overview



Activity Log

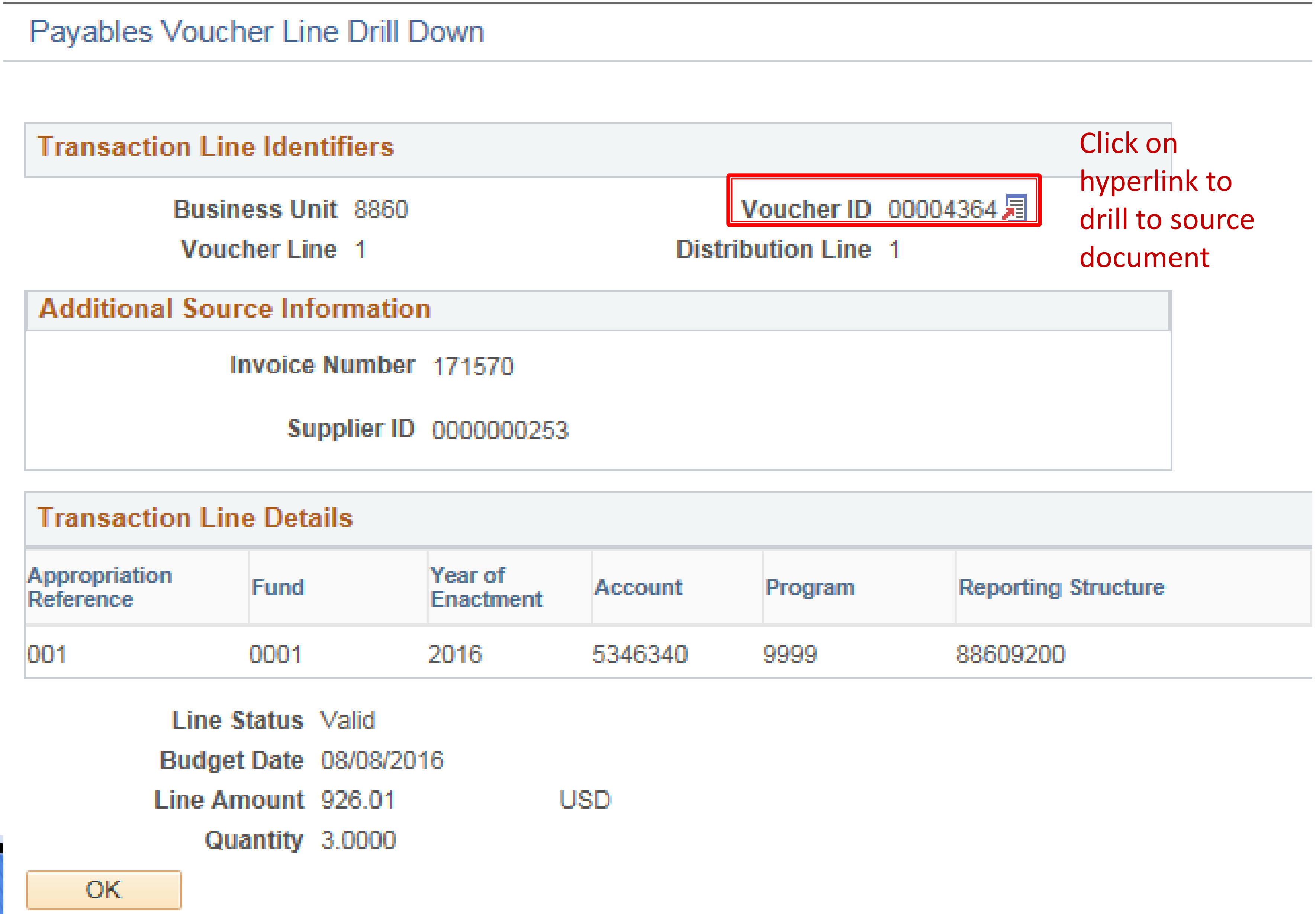
Ledger C_DTL_EXP

Activity Log Personalize | Find | V

		Tran Line	Document Label	Document ID	Ref Bdgt?	Approp Ref	Fund	ENY	Account	Program
🔍		1	Voucher ID:	00004364	N	001	0001	2016	5346340	9999
🔍		1	Voucher ID:	00004361	N	001	0001	2016	5346340	9999
🔍		1	Voucher ID:	00004328	N	001	0001	2016	5346340	9999
🔍		2	Voucher ID:	00004328	N	001	0001	2016	5346340	9999
🔍		1	Voucher ID:	00004330	N	001	0001	2016	5346340	9999
🔍		2	Voucher ID:	00004325	N	001	0001	2016	5346340	9999
🔍		1	Voucher ID:	00004325	N	001	0001	2016	5346340	9999
🔍		1	Voucher ID:	00004384	N	001	0001	2016	5346340	9999
🔍		2	Voucher ID:	00004384	N	001	0001	2016	5346340	9999

Click on the Magnifying glass to drill down to the source

Budget Overview



Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit 8860
Voucher ID 00004364
Voucher Line 1
Distribution Line 1

Additional Source Information

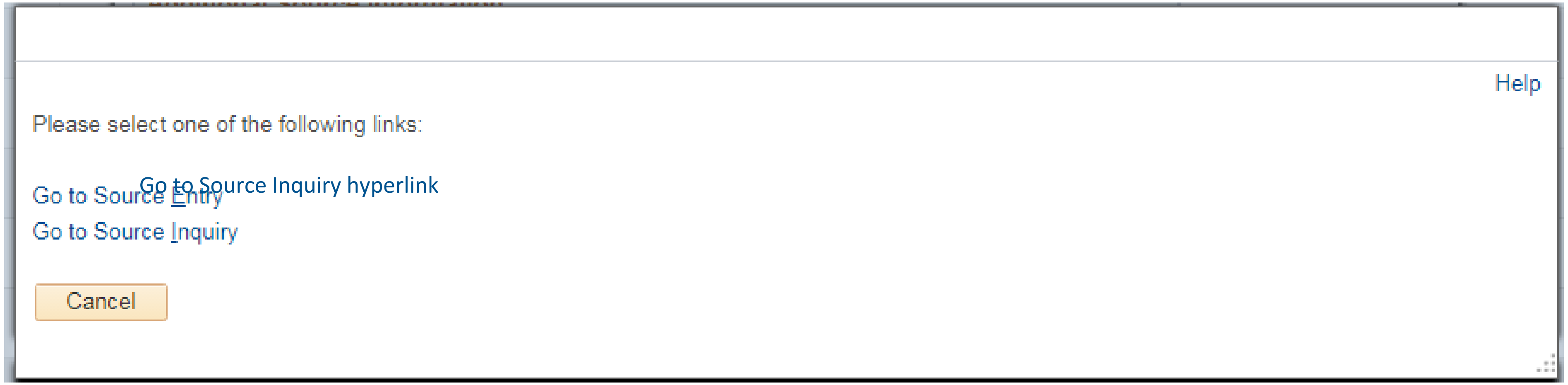
Invoice Number 171570
Supplier ID 0000000253

Transaction Line Details

Appropriation Reference	Fund	Year of Enactment	Account	Program	Reporting Structure
001	0001	2016	5346340	9999	88609200

Line Status Valid
Budget Date 08/08/2016
Line Amount 926.01 USD
Quantity 3.0000

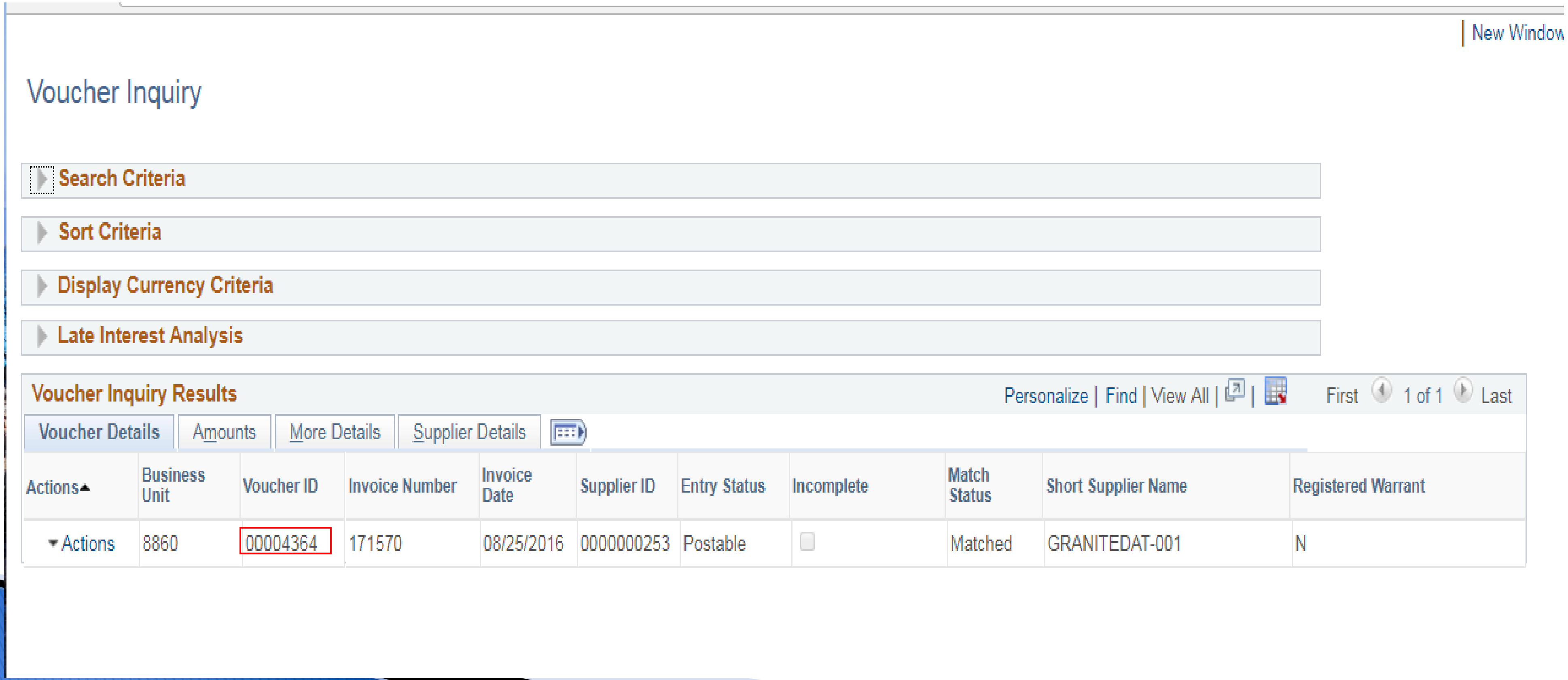
Click on hyperlink to drill to source document


Help

Please select one of the following links:

Go to Source Inquiry hyperlink

Go to Source Entry
Go to Source Inquiry
Cancel


New Window

Voucher Inquiry

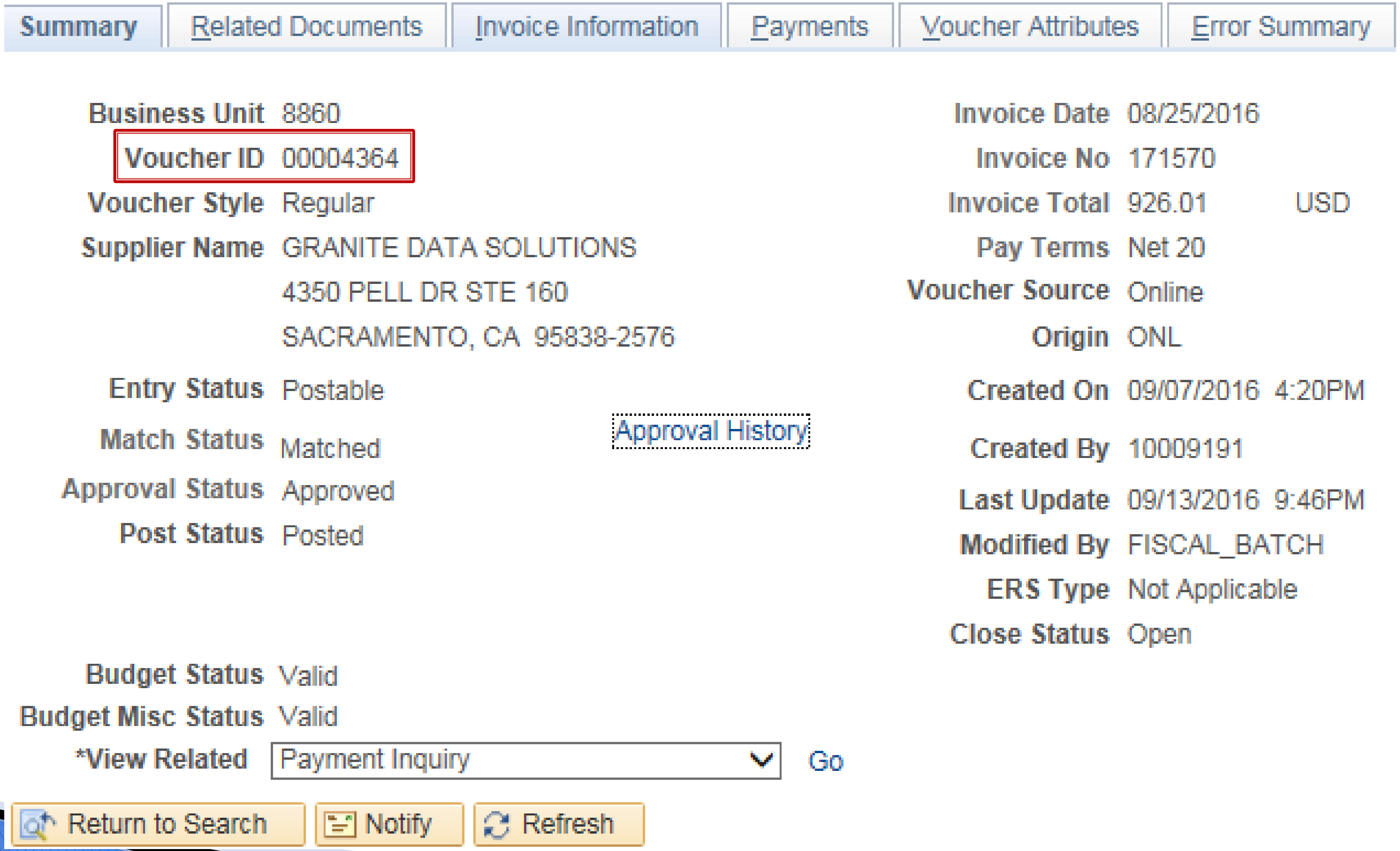
Search Criteria
Sort Criteria
Display Currency Criteria
Late Interest Analysis

Voucher Inquiry Results

Personalize | Find | View All | | First 1 of 1 Last
Voucher Details
Amounts
More Details
Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name	Registered Warrant
Actions	8860	00004364	171570	08/25/2016	0000000253	Postable	☐	Matched	GRANITEDAT-001	N

Budget Overview

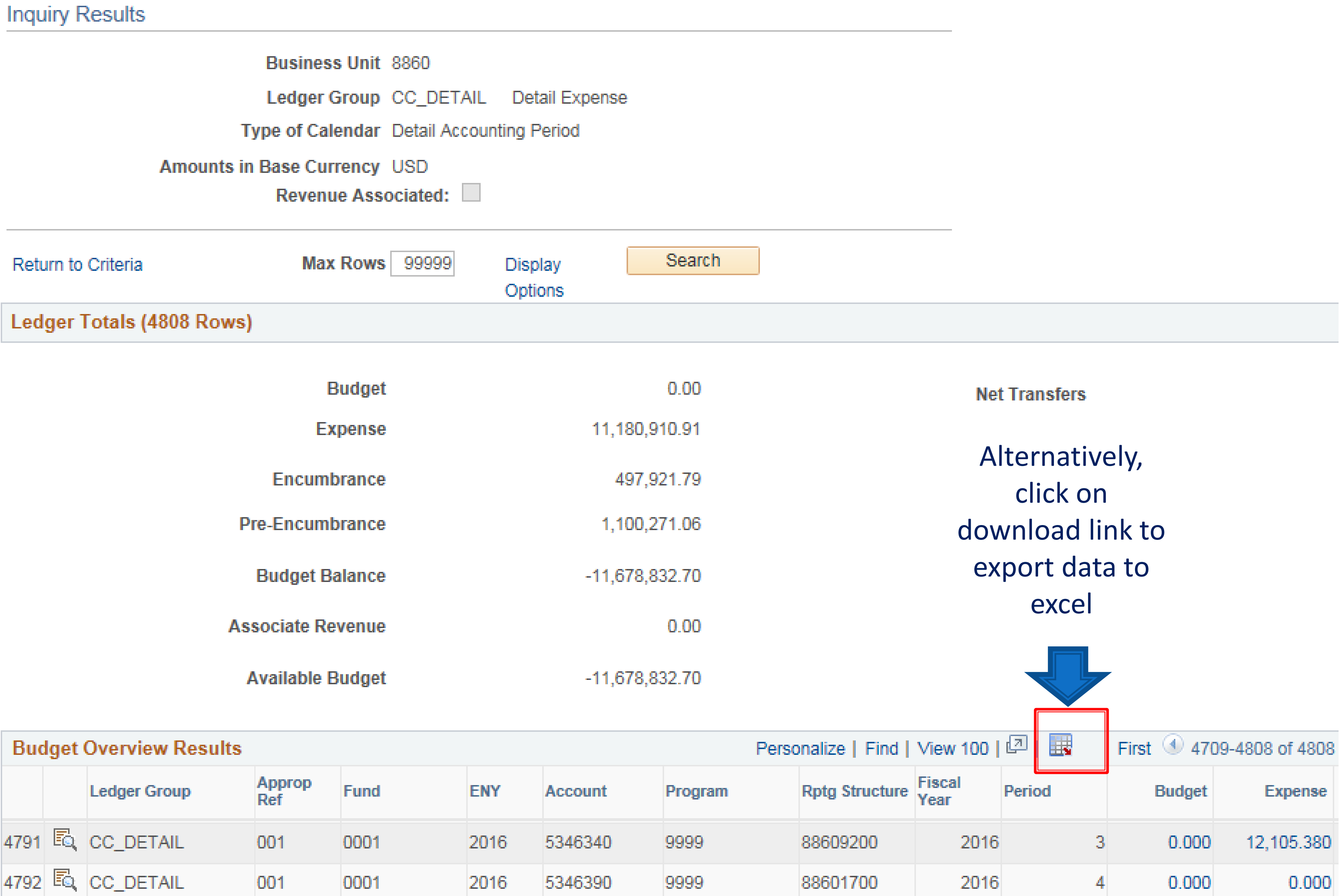

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 8860
Voucher ID 00004364
Voucher Style Regular
Supplier Name GRANITE DATA SOLUTIONS
4350 PELL DR STE 160
SACRAMENTO, CA 95838-2576
Entry Status Postable
Match Status Matched
Approval Status Approved
Post Status Posted
Budget Status Valid
Budget Misc Status Valid
***View Related** Payment Inquiry

Invoice Date 08/25/2016
Invoice No 171570
Invoice Total 926.01 USD
Pay Terms Net 20
Voucher Source Online
Origin ONL
Created On 09/07/2016 4:20PM
Created By 10009191
Last Update 09/13/2016 9:46PM
Modified By FISCAL_BATCH
ERS Type Not Applicable
Close Status Open

Approval History
Go
Return to Search
Notify
Refresh

Budget Overview



Inquiry Results

Business Unit 8860

Ledger Group CC_DETAIL Detail Expense

Type of Calendar Detail Accounting Period

Amounts in Base Currency USD

Revenue Associated: ☐

Return to Criteria
Max Rows 99999
Display Options
Search

Ledger Totals (4808 Rows)

Budget	0.00
Expense	11,180,910.91
Encumbrance	497,921.79
Pre-Encumbrance	1,100,271.06
Budget Balance	-11,678,832.70
Associate Revenue	0.00
Available Budget	-11,678,832.70

Net Transfers

Alternatively, click on download link to export data to excel

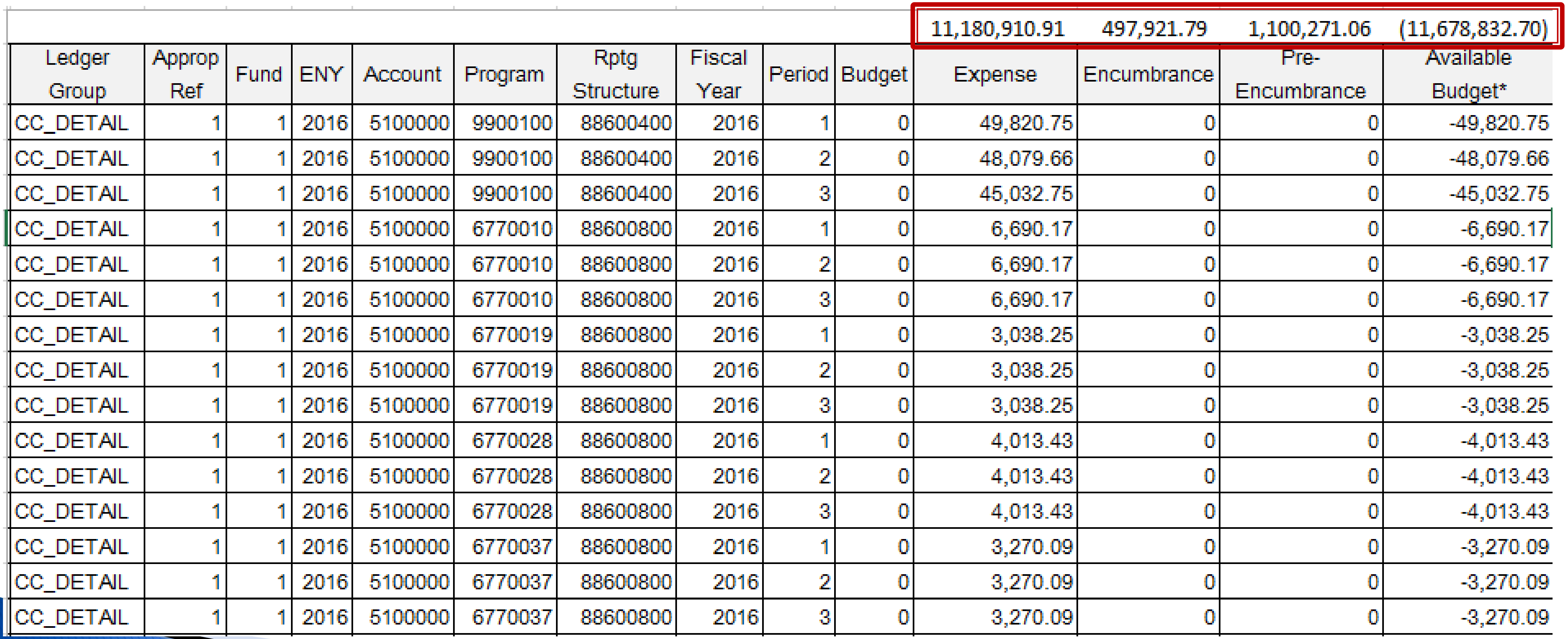
Budget Overview Results

Personalize | Find | View 100 |
First
4709-4808 of 4808

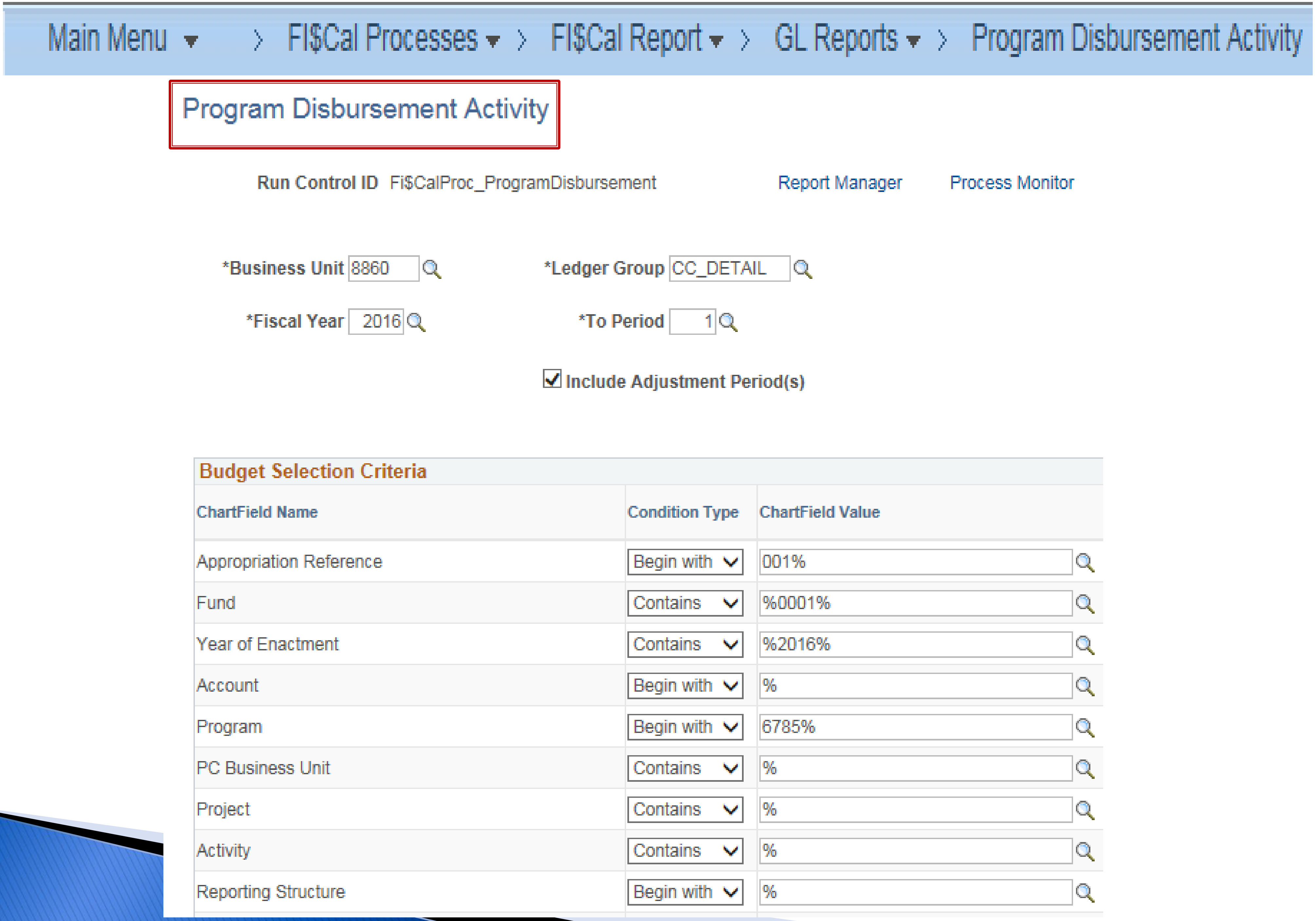
		Ledger Group	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Fiscal Year	Period	Budget	Expense
4791		CC_DETAIL	001	0001	2016	5346340	9999	88609200	2016	3	0.000	12,105.380
4792		CC_DETAIL	001	0001	2016	5346390	9999	88601700	2016	4	0.000	0.000

Budget Overview

Data downloaded to Excel can be filtered for research and analysis (use subtotal function)



										11,180,910.91	497,921.79	1,100,271.06	(11,678,832.70)
Ledger Group	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
CC_DETAIL	1	1	2016	5100000	9900100	88600400	2016	1	0	49,820.75	0	0	-49,820.75
CC_DETAIL	1	1	2016	5100000	9900100	88600400	2016	2	0	48,079.66	0	0	-48,079.66
CC_DETAIL	1	1	2016	5100000	9900100	88600400	2016	3	0	45,032.75	0	0	-45,032.75
CC_DETAIL	1	1	2016	5100000	6770010	88600800	2016	1	0	6,690.17	0	0	-6,690.17
CC_DETAIL	1	1	2016	5100000	6770010	88600800	2016	2	0	6,690.17	0	0	-6,690.17
CC_DETAIL	1	1	2016	5100000	6770010	88600800	2016	3	0	6,690.17	0	0	-6,690.17
CC_DETAIL	1	1	2016	5100000	6770019	88600800	2016	1	0	3,038.25	0	0	-3,038.25
CC_DETAIL	1	1	2016	5100000	6770019	88600800	2016	2	0	3,038.25	0	0	-3,038.25
CC_DETAIL	1	1	2016	5100000	6770019	88600800	2016	3	0	3,038.25	0	0	-3,038.25
CC_DETAIL	1	1	2016	5100000	6770028	88600800	2016	1	0	4,013.43	0	0	-4,013.43
CC_DETAIL	1	1	2016	5100000	6770028	88600800	2016	2	0	4,013.43	0	0	-4,013.43
CC_DETAIL	1	1	2016	5100000	6770028	88600800	2016	3	0	4,013.43	0	0	-4,013.43
CC_DETAIL	1	1	2016	5100000	6770037	88600800	2016	1	0	3,270.09	0	0	-3,270.09
CC_DETAIL	1	1	2016	5100000	6770037	88600800	2016	2	0	3,270.09	0	0	-3,270.09
CC_DETAIL	1	1	2016	5100000	6770037	88600800	2016	3	0	3,270.09	0	0	-3,270.09


Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Program Disbursement Activity
Report Manager
Process Monitor

Program Disbursement Activity

Run Control ID Fi$CalProc_ProgramDisbursement

***Business Unit** 8860

***Ledger Group** CC_DETAIL

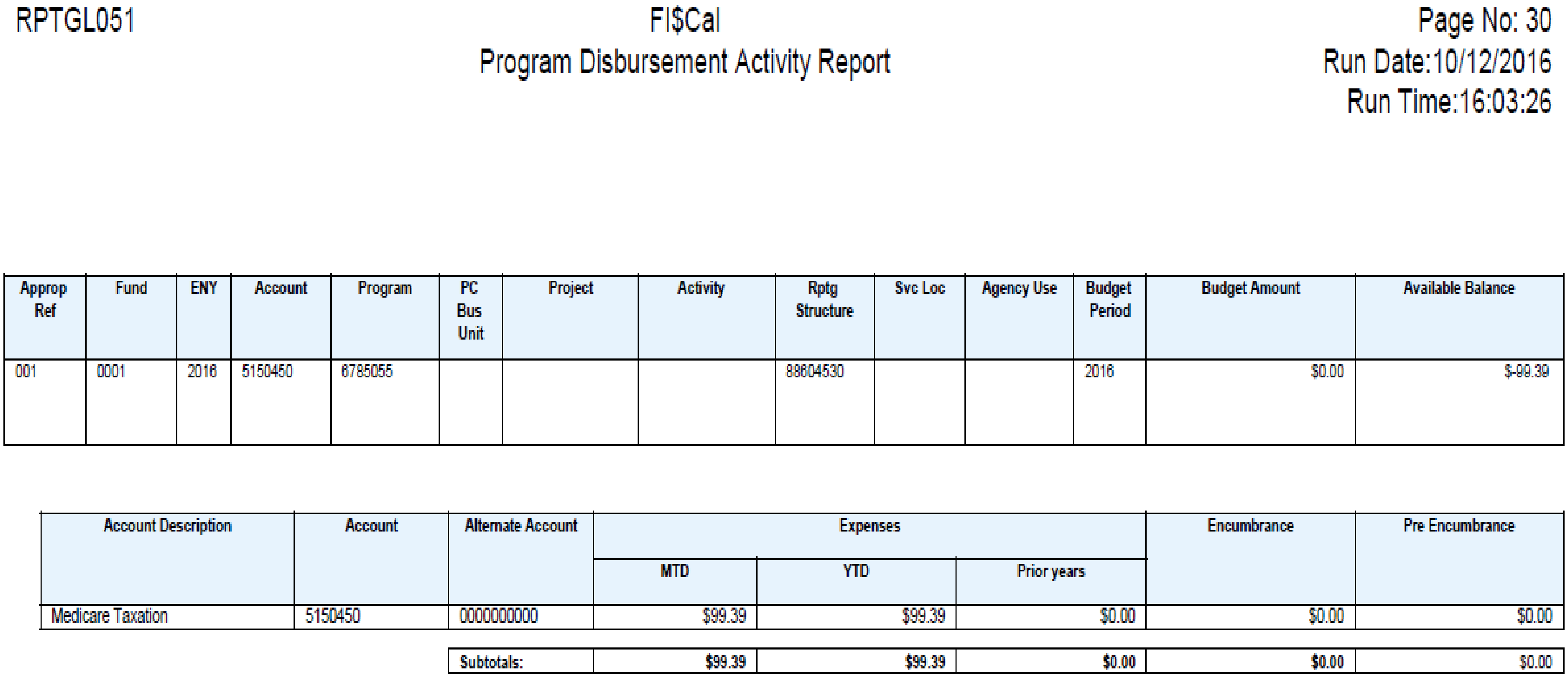
***Fiscal Year** 2016

***To Period** 1

☑ **Include Adjustment Period(s)**

Budget Selection Criteria

ChartField Name	Condition Type	ChartField Value
Appropriation Reference	Begin with	001%
Fund	Contains	%0001%
Year of Enactment	Contains	%2016%
Account	Begin with	%
Program	Begin with	6785%
PC Business Unit	Contains	%
Project	Contains	%
Activity	Contains	%
Reporting Structure	Begin with	%



RPTGL051

FI$Cal

Program Disbursement Activity Report

Page No: 30

Run Date:10/12/2016

Run Time:16:03:26

Approp Ref	Fund	ENY	Account	Program	PC Bus Unit	Project	Activity	Rptg Structure	Svc Loc	Agency Use	Budget Period	Budget Amount	Available Balance
001	0001	2016	5150450	6785055				88604530			2016	$0.00	$-99.39

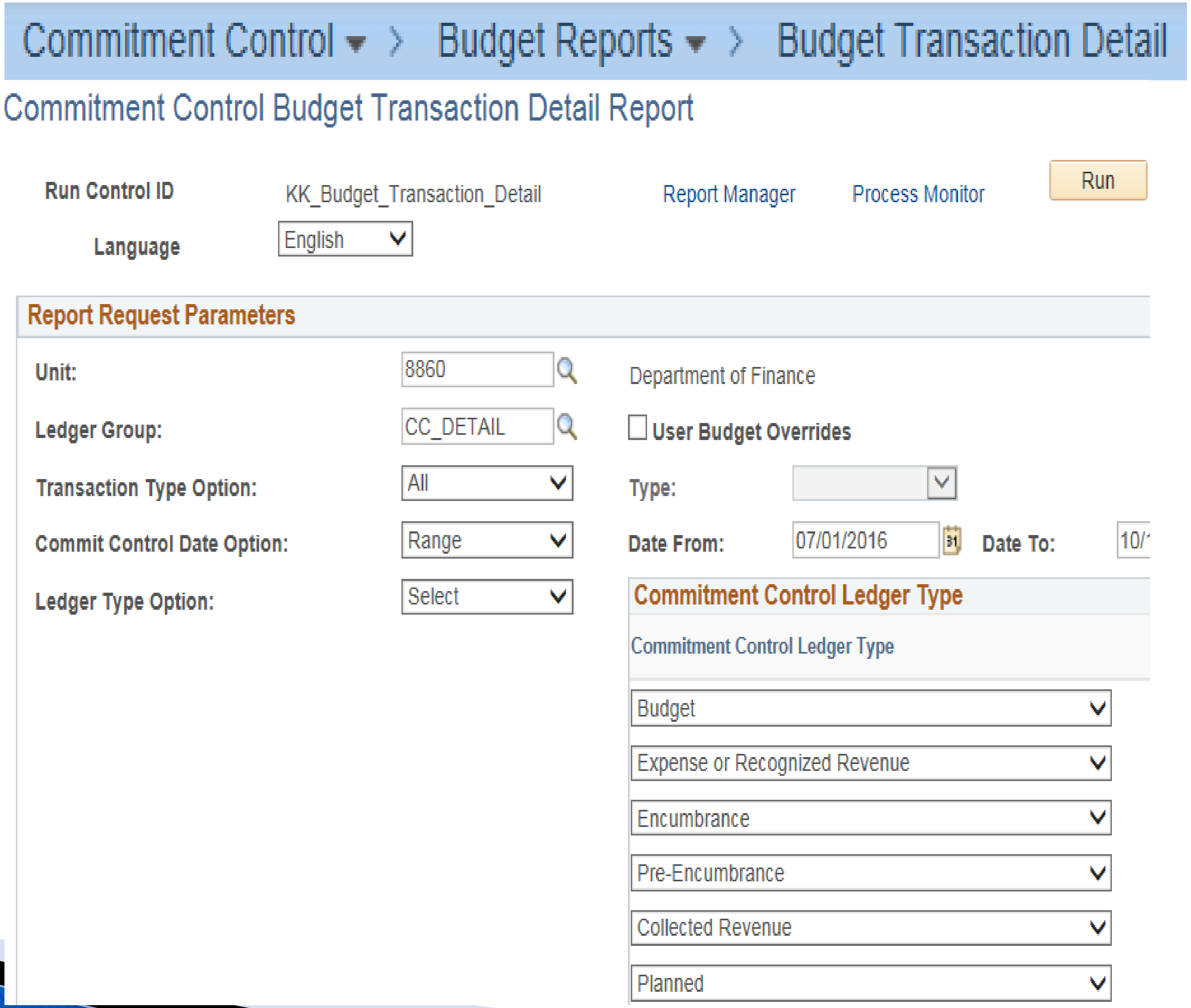
Account Description	Account	Alternate Account	Expenses			Encumbrance	Pre Encumbrance
			MTD	YTD	Prior years		
Medicare Taxation	5150450	0000000000	$99.39	$99.39	$0.00	$0.00	$0.00
		Subtotals:	**$99.39**	**$99.39**	**$0.00**	**$0.00**	**$0.00**

The Program Disbursement Activity report can be downloaded using Monarch for a more user friendly report.

Budget Transaction Detail Report

Shows Transaction Level detail information by chartfield values

See Chartfield Selection on next slide???


Commitment Control ▾ › Budget Reports ▾ › Budget Transaction Detail
Report Manager
Process Monitor
Run

Commitment Control Budget Transaction Detail Report

Run Control ID KK_Budget_Transaction_Detail

Language English

Report Request Parameters

Unit: 8860 Department of Finance

Ledger Group: CC_DETAIL

☐ **User Budget Overrides**

Transaction Type Option: All

Type:

Commit Control Date Option: Range

Date From: 07/01/2016 **Date To:** 10/

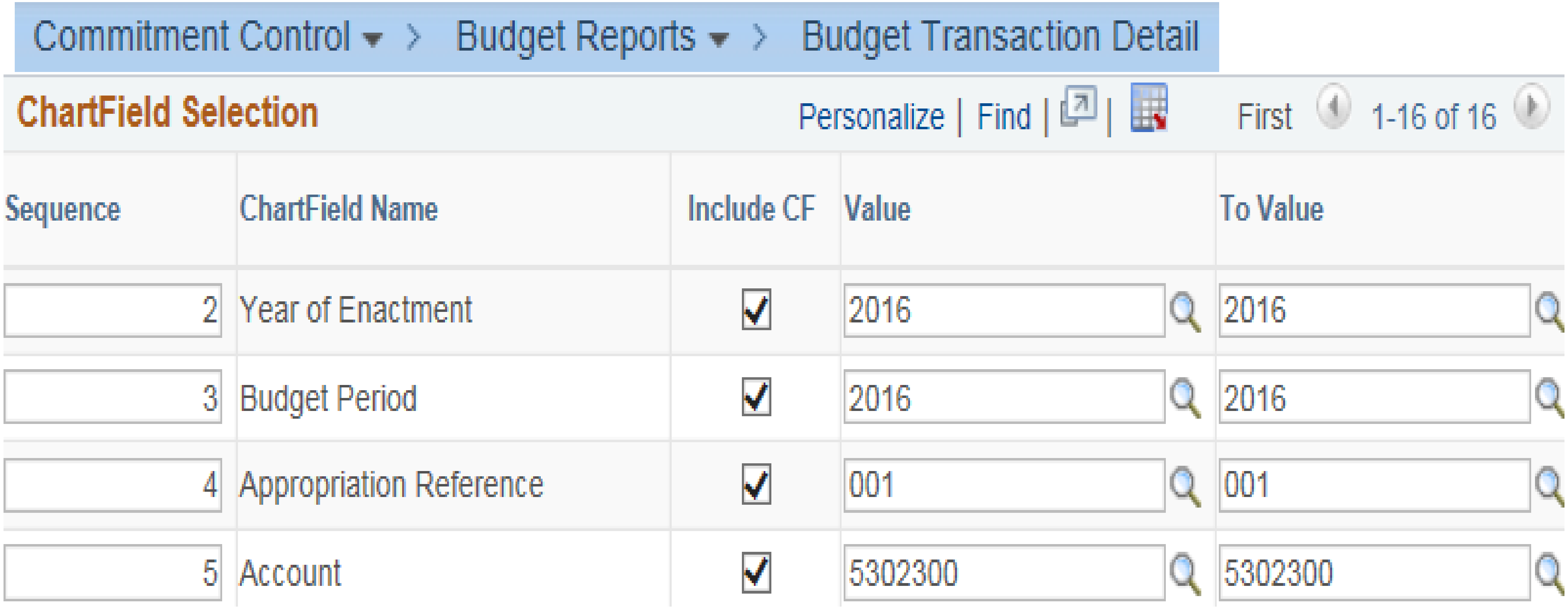
Ledger Type Option: Select

Commitment Control Ledger Type

Commitment Control Ledger Type

- Budget
- Expense or Recognized Revenue
- Encumbrance
- Pre-Encumbrance
- Collected Revenue
- Planned

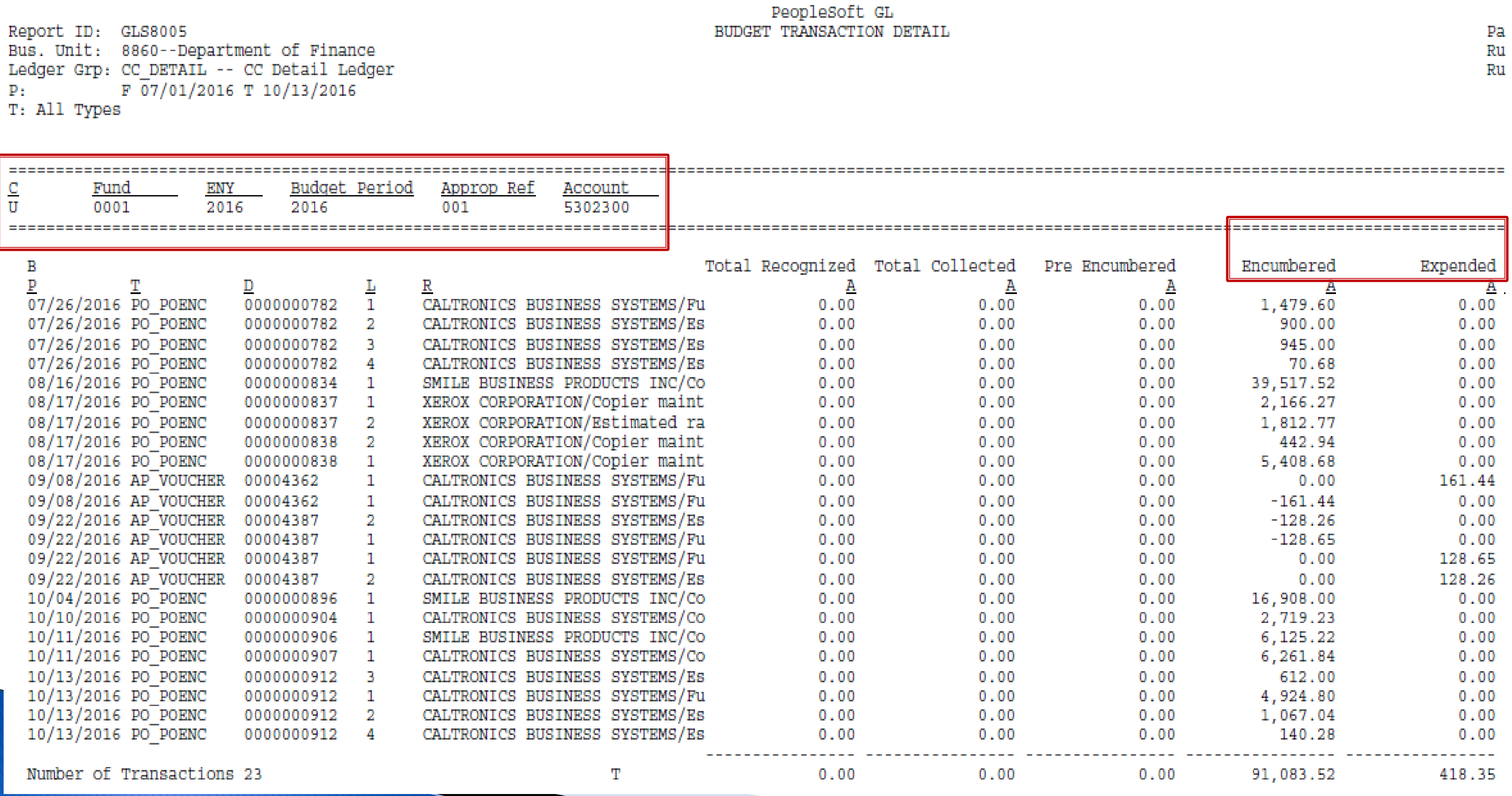
Budget Transaction Detail Report


Commitment Control ▾ › Budget Reports ▾ › Budget Transaction Detail
Personalize | Find |
First
1-16 of 16

ChartField Selection

Sequence	ChartField Name	Include CF	Value	To Value
2	Year of Enactment	☑	2016	2016
3	Budget Period	☑	2016	2016
4	Appropriation Reference	☑	001	001
5	Account	☑	5302300	5302300

Budget Transaction Detail Report



```
                                                                    PeopleSoft GL
Report ID:  GLS8005                                            BUDGET TRANSACTION DETAIL                                                Pa
Bus. Unit:  8860--Department of Finance                                                                                                 Ru
Ledger Grp: CC_DETAIL -- CC Detail Ledger                                                                                               Ru
P:          F 07/01/2016 T 10/13/2016
T: All Types

==============================================================================================================================================
C       Fund       ENY      Budget Period   Approp Ref   Account
U       0001       2016     2016            001          5302300
==============================================================================================================================================
 B                                                                        Total Recognized  Total Collected  Pre Encumbered       Encumbered        Expended
 P          T          D              L     R                                            A                A               A                A               A
 07/26/2016 PO_POENC   0000000782     1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00         1,479.60            0.00
 07/26/2016 PO_POENC   0000000782     2     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00           900.00            0.00
 07/26/2016 PO_POENC   0000000782     3     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00           945.00            0.00
 07/26/2016 PO_POENC   0000000782     4     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00            70.68            0.00
 08/16/2016 PO_POENC   0000000834     1     SMILE BUSINESS PRODUCTS INC/Co            0.00             0.00            0.00        39,517.52            0.00
 08/17/2016 PO_POENC   0000000837     1     XEROX CORPORATION/Copier maint            0.00             0.00            0.00         2,166.27            0.00
 08/17/2016 PO_POENC   0000000837     2     XEROX CORPORATION/Estimated ra            0.00             0.00            0.00         1,812.77            0.00
 08/17/2016 PO_POENC   0000000838     2     XEROX CORPORATION/Copier maint            0.00             0.00            0.00           442.94            0.00
 08/17/2016 PO_POENC   0000000838     1     XEROX CORPORATION/Copier maint            0.00             0.00            0.00         5,408.68            0.00
 09/08/2016 AP_VOUCHER 00004362       1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00             0.00          161.44
 09/08/2016 AP_VOUCHER 00004362       1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00          -161.44            0.00
 09/22/2016 AP_VOUCHER 00004387       2     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00          -128.26            0.00
 09/22/2016 AP_VOUCHER 00004387       1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00          -128.65            0.00
 09/22/2016 AP_VOUCHER 00004387       1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00             0.00          128.65
 09/22/2016 AP_VOUCHER 00004387       2     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00             0.00          128.26
 10/04/2016 PO_POENC   0000000896     1     SMILE BUSINESS PRODUCTS INC/Co            0.00             0.00            0.00        16,908.00            0.00
 10/10/2016 PO_POENC   0000000904     1     CALTRONICS BUSINESS SYSTEMS/Co            0.00             0.00            0.00         2,719.23            0.00
 10/11/2016 PO_POENC   0000000906     1     SMILE BUSINESS PRODUCTS INC/Co            0.00             0.00            0.00         6,125.22            0.00
 10/11/2016 PO_POENC   0000000907     1     CALTRONICS BUSINESS SYSTEMS/Co            0.00             0.00            0.00         6,261.84            0.00
 10/13/2016 PO_POENC   0000000912     3     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00           612.00            0.00
 10/13/2016 PO_POENC   0000000912     1     CALTRONICS BUSINESS SYSTEMS/Fu            0.00             0.00            0.00         4,924.80            0.00
 10/13/2016 PO_POENC   0000000912     2     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00         1,067.04            0.00
 10/13/2016 PO_POENC   0000000912     4     CALTRONICS BUSINESS SYSTEMS/Es            0.00             0.00            0.00           140.28            0.00
                                                                          ---------------- ---------------- ---------------- ---------------- ----------------
 Number of Transactions 23                                      T                     0.00             0.00            0.00        91,083.52          418.35
```

Commitment Control vs. General Ledger

Commitment Control :

- Budget
- Appropriated Encumbrances (Purchase Orders)
- Appropriated Expenditures
- Reimbursements
- Revenues

General Ledger (MODACCRL Ledger):

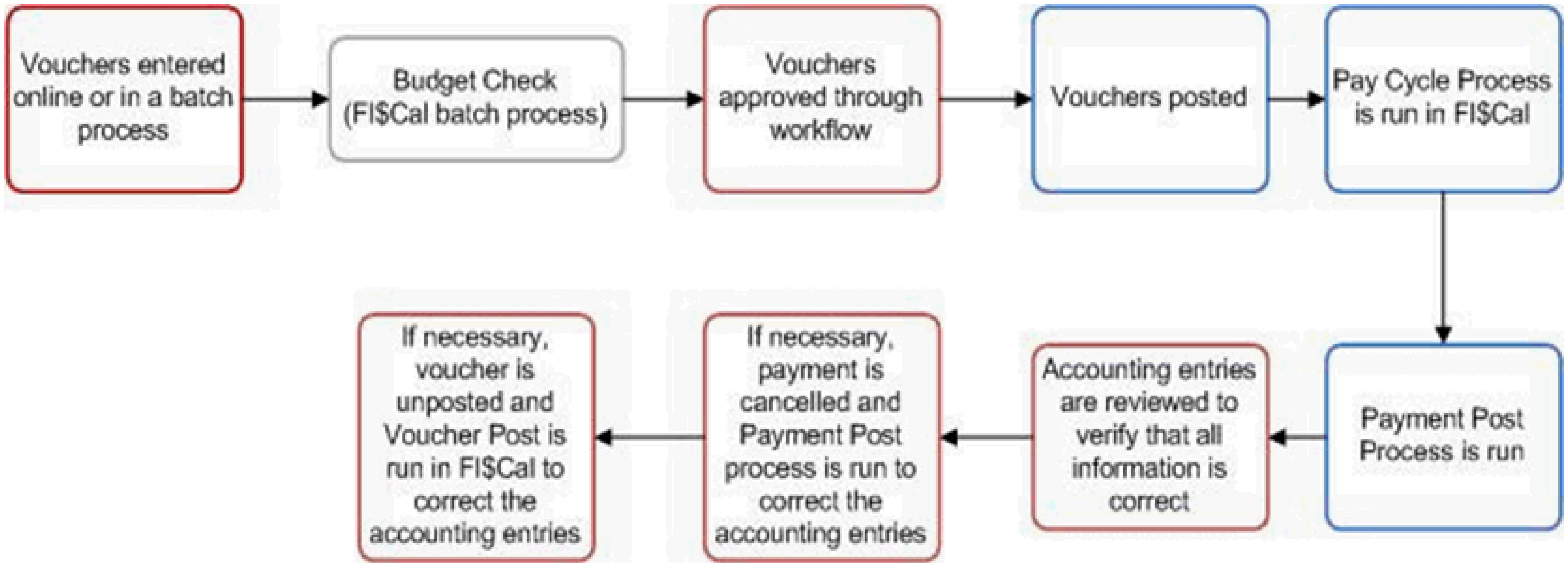
- Appropriated Expenditures
- Unappropriated Expenditures
- Reimbursements
- Revenues

Note: Only appropriated transactions will post to Commitment Control. Transactions posted incorrectly to Unappropriated Expenditure accounts must be corrected in order to reduce appropriation balances in KK.

Accounts Payable Reconciliation

Voucher Life Cycle

The FI$Cal Accounts Payable process starts when a department receives an invoice from a vendor for goods or services.



Vouchers entered online or in a batch process

Budget Check (FI$Cal batch process)

Vouchers approved through workflow

Vouchers posted

Pay Cycle Process is run in FI$Cal

Payment Post Process is run

Accounting entries are reviewed to verify that all information is correct

If necessary, payment is cancelled and Payment Post process is run to correct the accounting entries

If necessary, voucher is unposted and Voucher Post is run in FI$Cal to correct the accounting entries

FTA- AP 100

🟥 = Department

⬜ = FI$Cal system process

🟦 = Department-run FI$Cal system process

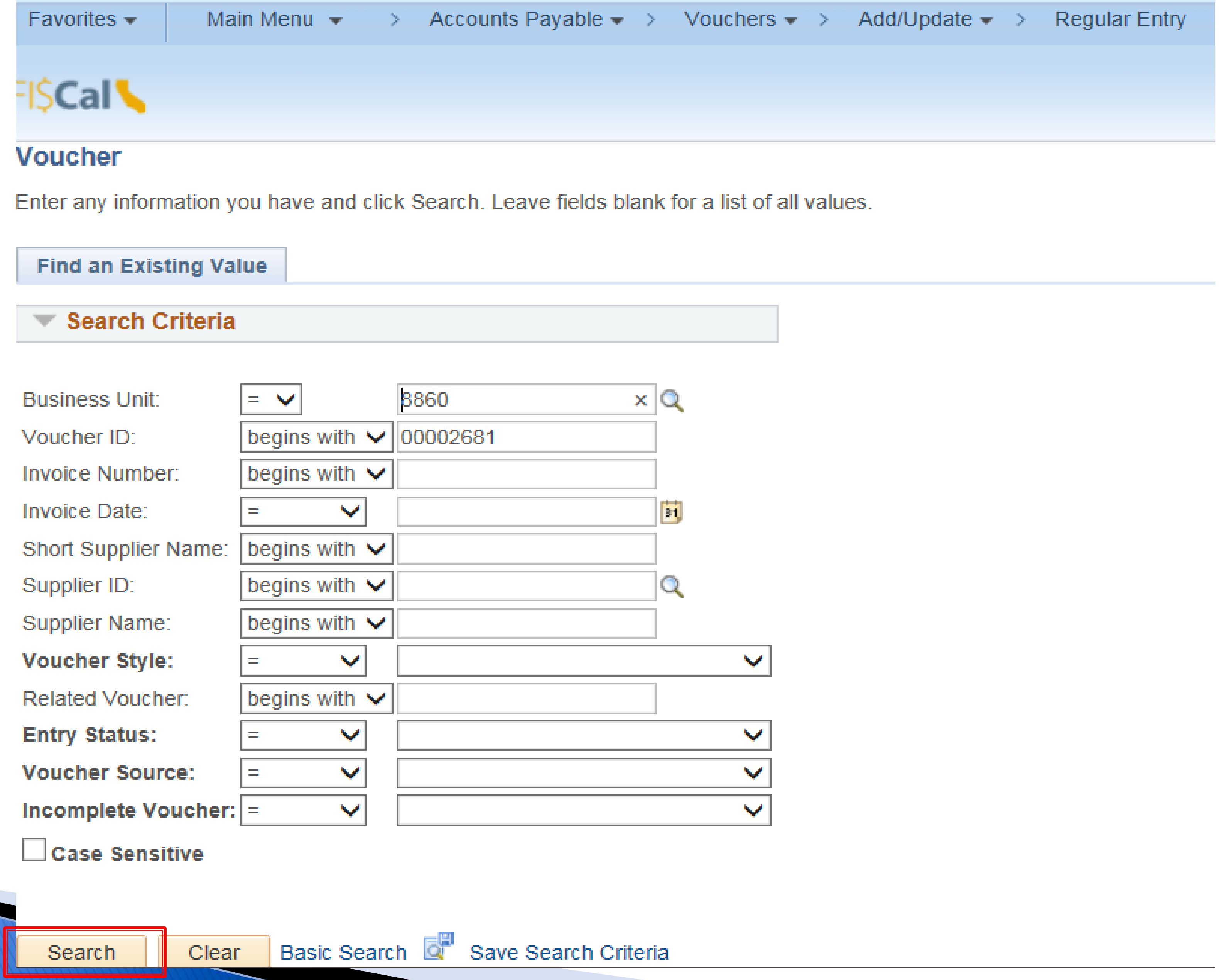
Accounts Payable

- The Accounting Entries to debit Expenditures and credit Accounts Payable are automatically recorded in the GL after the Voucher is approved and posted by SCO
- Accounts Payable GL 2000000 is a control account. Only system generated entries can post
- Accrued Accounts Payable GL 2000100 is used at year end to record accruals. This is not a control account

Accounts Payable

- Understanding the sub-module transactions in PO and AP will help the reconciler research, understand and resolve reconciling items
- Reconcilers should become familiar with AP Voucher Inquiry screens

Voucher Inquiry



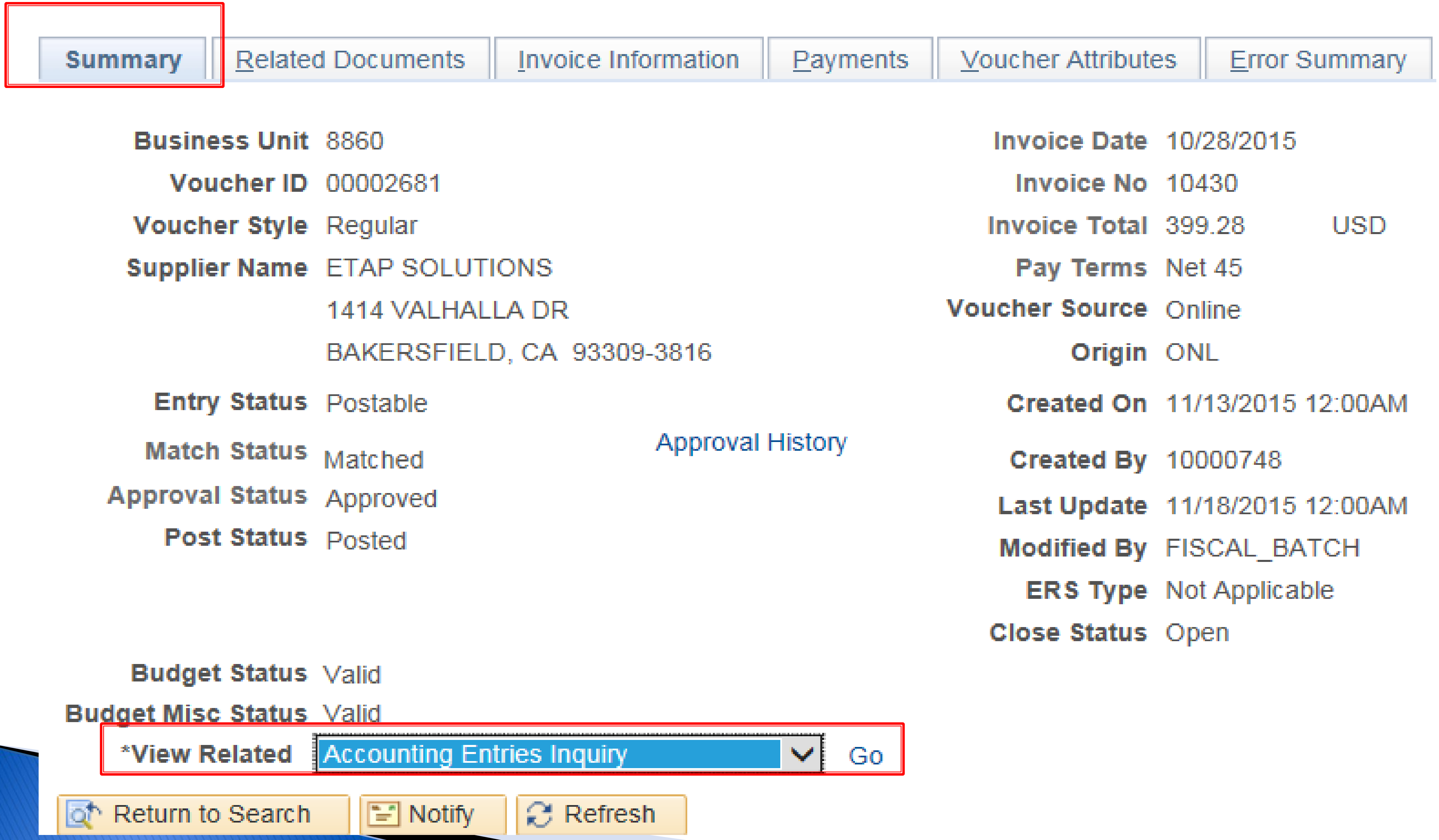
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
FI$Cal
Find an Existing Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: = 3860
Voucher ID: begins with 00002681
Invoice Number: begins with
Invoice Date: =
Short Supplier Name: begins with
Supplier ID: begins with
Supplier Name: begins with
Voucher Style: =
Related Voucher: begins with
Entry Status: =
Voucher Source: =
Incomplete Voucher: =
☐ **Case Sensitive**

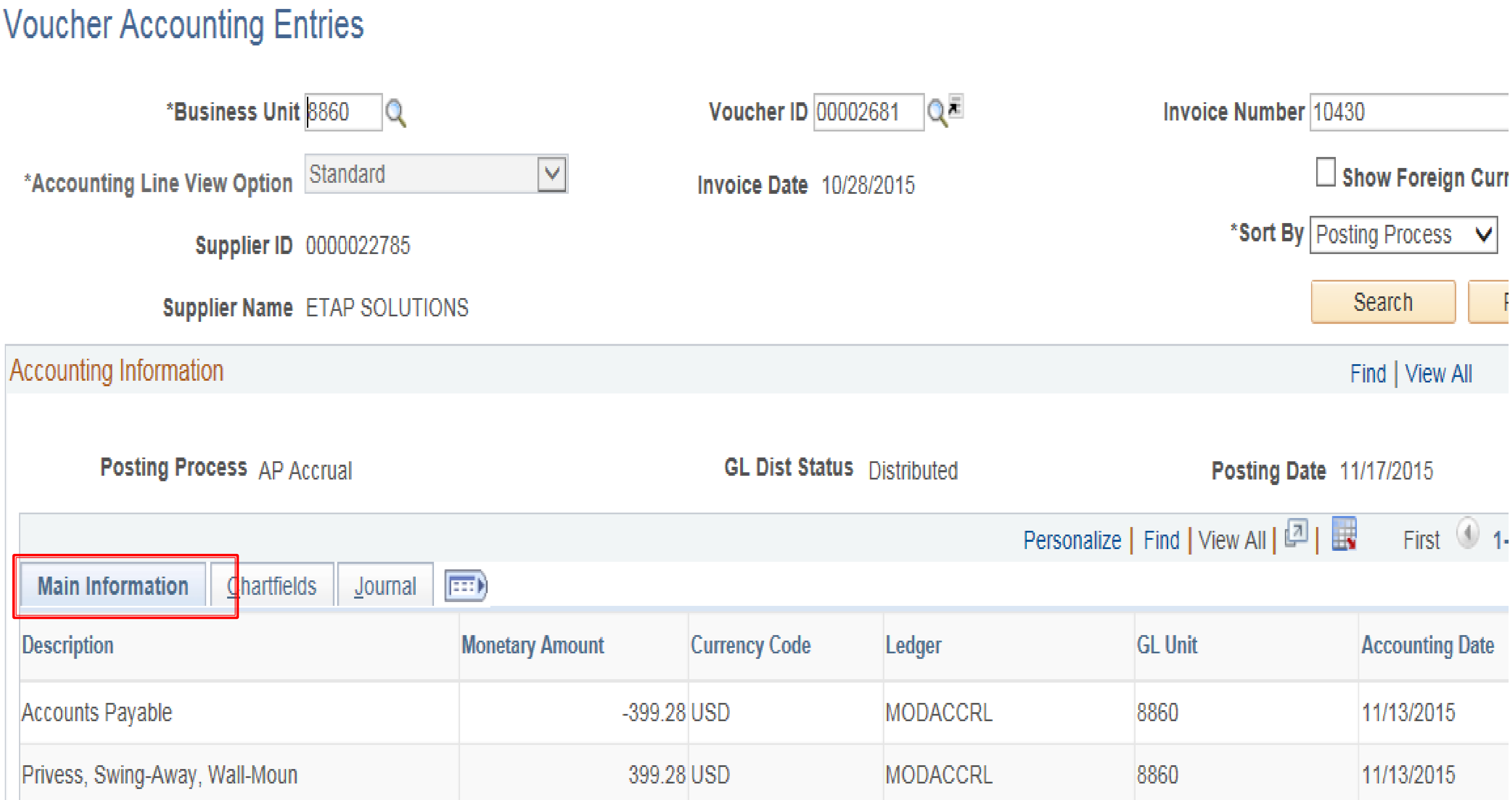
View Voucher Accounting Entries


Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Approval History
Go
Return to Search
Notify
Refresh

Business Unit 8860
Voucher ID 00002681
Voucher Style Regular
Supplier Name ETAP SOLUTIONS
1414 VALHALLA DR
BAKERSFIELD, CA 93309-3816
Entry Status Postable
Match Status Matched
Approval Status Approved
Post Status Posted
Budget Status Valid
Budget Misc Status Valid
***View Related** Accounting Entries Inquiry

Invoice Date 10/28/2015
Invoice No 10430
Invoice Total 399.28 USD
Pay Terms Net 45
Voucher Source Online
Origin ONL
Created On 11/13/2015 12:00AM
Created By 10000748
Last Update 11/18/2015 12:00AM
Modified By FISCAL_BATCH
ERS Type Not Applicable
Close Status Open

Review Accounting Entries



Voucher Accounting Entries

*Business Unit	8860	Voucher ID	00002681	Invoice Number	10430
*Accounting Line View Option	Standard	Invoice Date	10/28/2015	☐ Show Foreign Curr	
Supplier ID	0000022785			*Sort By	Posting Process
Supplier Name	ETAP SOLUTIONS				

Search

Accounting Information

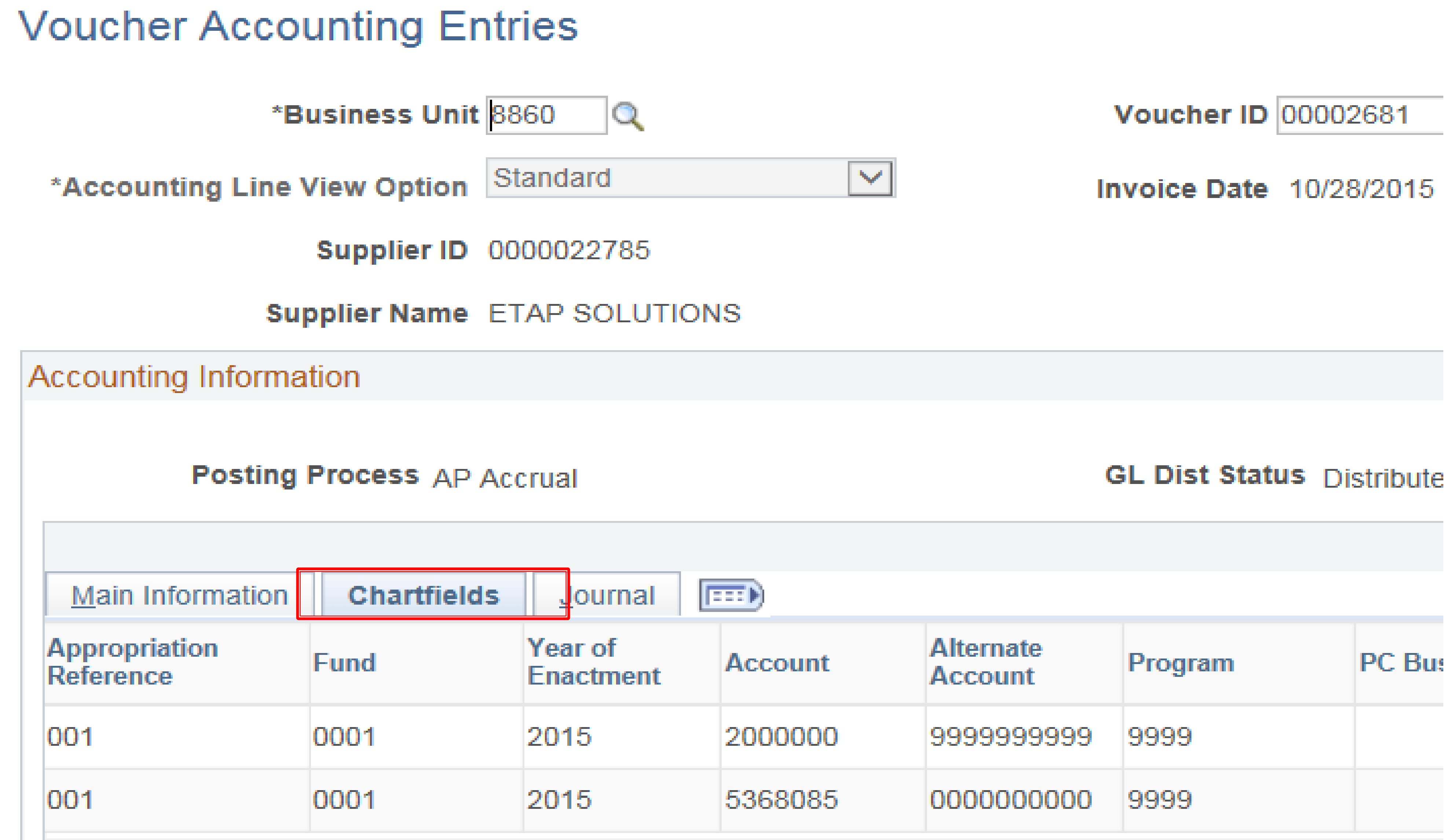
Find | View All

Posting Process	AP Accrual	GL Dist Status	Distributed	Posting Date	11/17/2015

Personalize | Find | View All |
First
1-
Main Information
Chartfields
Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	-399.28	USD	MODACCRL	8860	11/13/2015
Privess, Swing-Away, Wall-Moun	399.28	USD	MODACCRL	8860	11/13/2015

View Voucher Accounting Entries



Voucher Accounting Entries

***Business Unit** 8860

Voucher ID 00002681

***Accounting Line View Option** Standard

Invoice Date 10/28/2015

Supplier ID 0000022785

Supplier Name ETAP SOLUTIONS

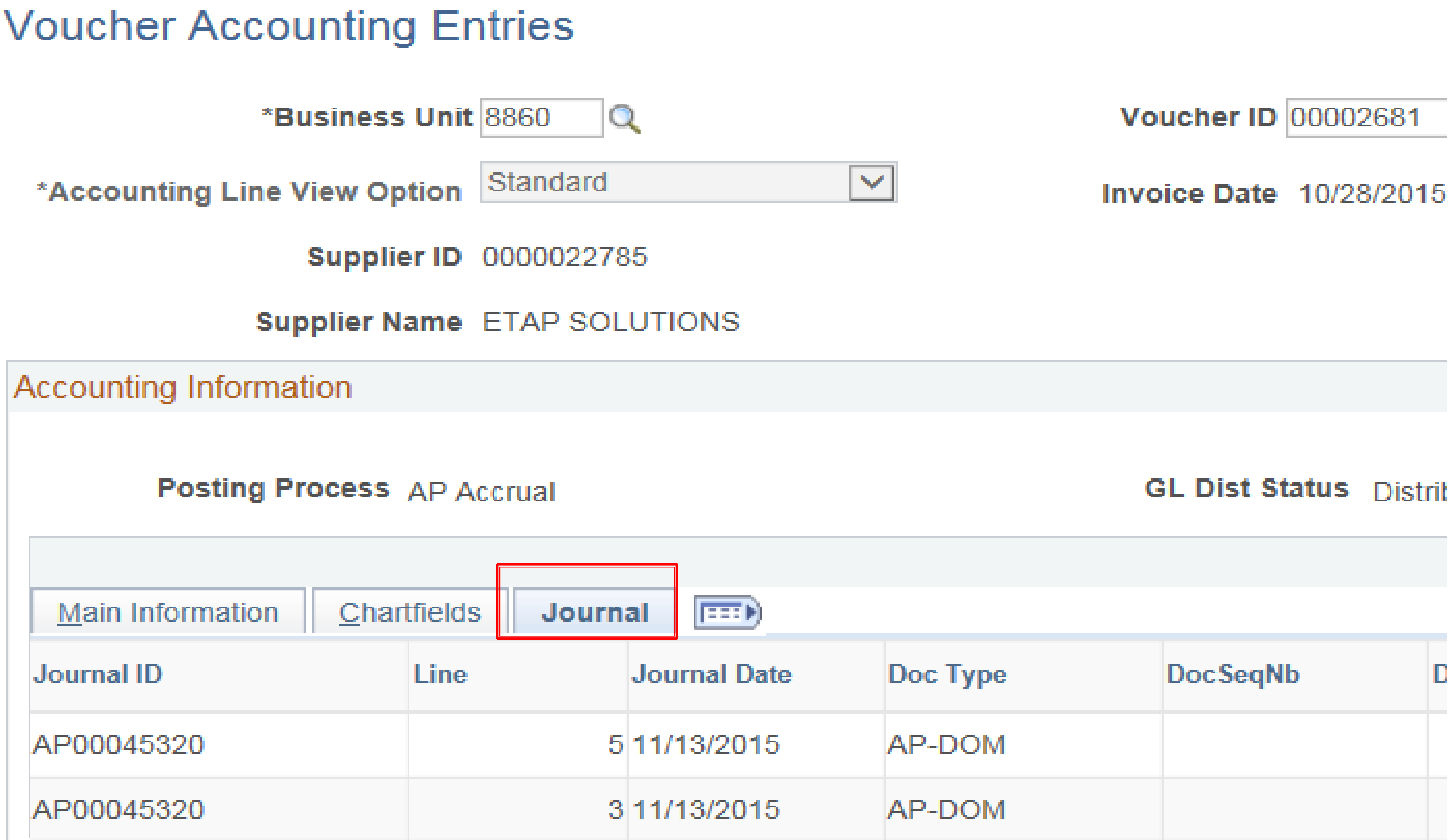
Accounting Information

Posting Process AP Accrual

GL Dist Status Distribute

Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program	PC Bus
001	0001	2015	2000000	9999999999	9999	
001	0001	2015	5368085	0000000000	9999	

View Voucher Accounting Entries



Voucher Accounting Entries

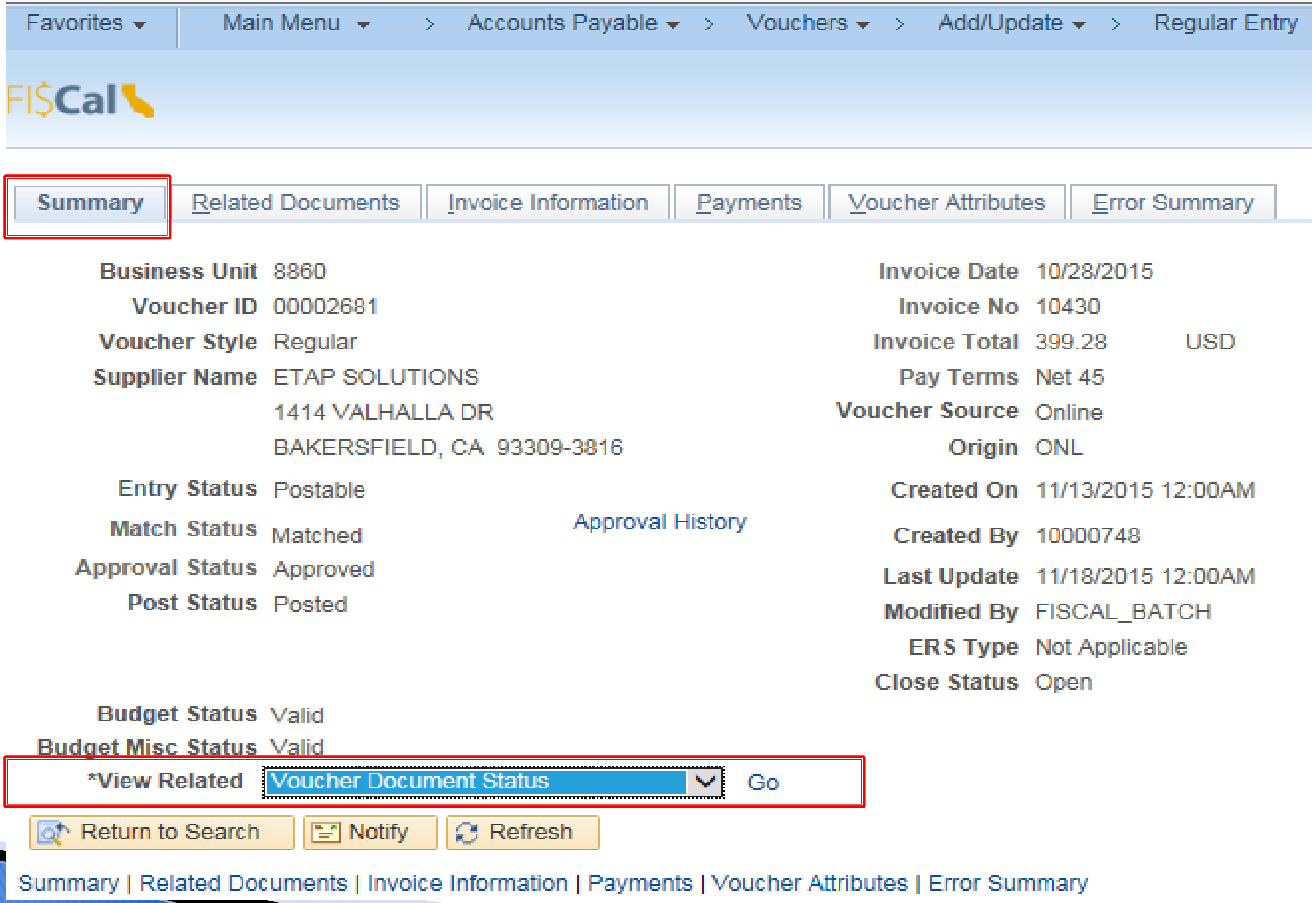
***Business Unit** 8860
Voucher ID 00002681
***Accounting Line View Option** Standard
Invoice Date 10/28/2015
Supplier ID 0000022785
Supplier Name ETAP SOLUTIONS

Accounting Information

Posting Process AP Accrual
GL Dist Status Distri

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	D
AP00045320	5	11/13/2015	AP-DOM		
AP00045320	3	11/13/2015	AP-DOM		

View Voucher Document Status


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 8860
Voucher ID 00002681
Voucher Style Regular
Supplier Name ETAP SOLUTIONS
1414 VALHALLA DR
BAKERSFIELD, CA 93309-3816

Entry Status Postable
Match Status Matched
Approval Status Approved
Post Status Posted

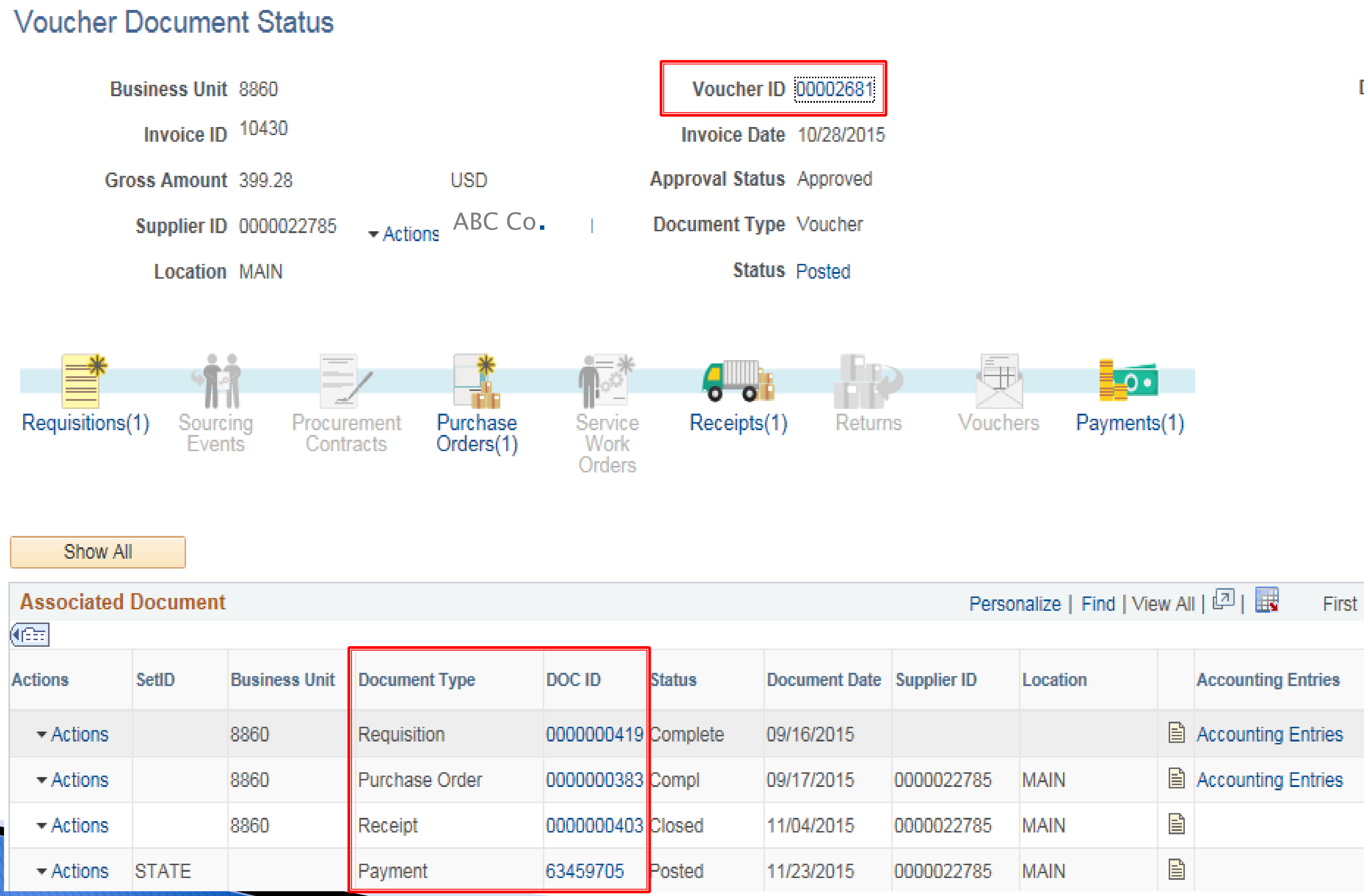
Approval History

Invoice Date 10/28/2015
Invoice No 10430
Invoice Total 399.28 USD
Pay Terms Net 45
Voucher Source Online
Origin ONL
Created On 11/13/2015 12:00AM
Created By 10000748
Last Update 11/18/2015 12:00AM
Modified By FISCAL_BATCH
ERS Type Not Applicable
Close Status Open

Budget Status Valid
Budget Misc Status Valid
***View Related** Voucher Document Status

Go
Return to Search
Notify
Refresh
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

View Associated Documents



Voucher Document Status

Business Unit 8860

Voucher ID 00002681

Invoice ID 10430

Invoice Date 10/28/2015

Gross Amount 399.28 USD

Approval Status Approved

Supplier ID 0000022785 ▾Actions ABC Co.

Document Type Voucher

Location MAIN

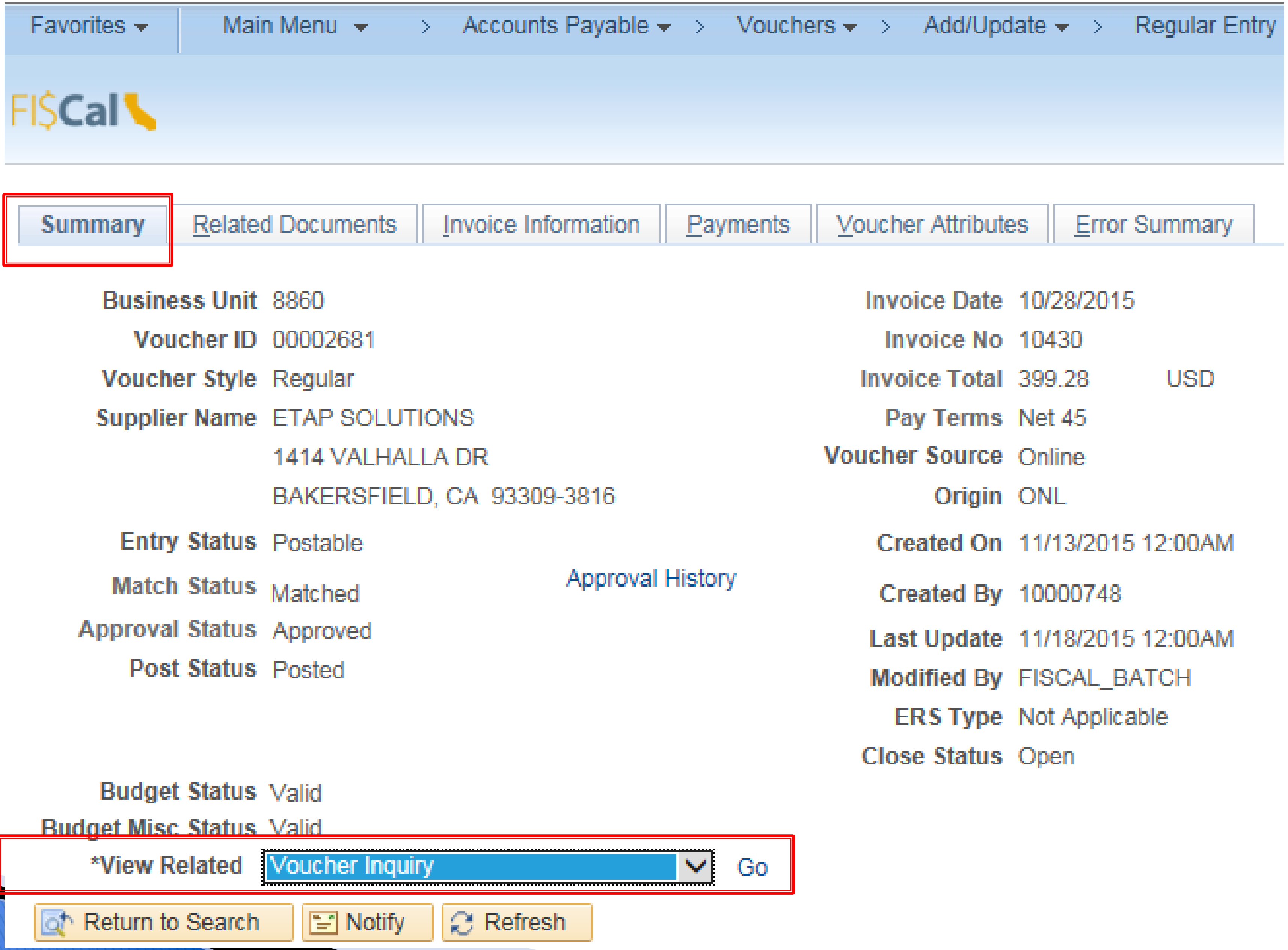
Status Posted

Requisitions(1)
Sourcing Events
Procurement Contracts
Purchase Orders(1)
Service Work Orders
Receipts(1)
Returns
Vouchers
Payments(1)
Show All
Personalize | Find | View All | First

Associated Document

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location		Accounting Entries
▾ Actions		8860	Requisition	0000000419	Complete	09/16/2015			🗎	Accounting Entries
▾ Actions		8860	Purchase Order	0000000383	Compl	09/17/2015	0000022785	MAIN	🗎	Accounting Entries
▾ Actions		8860	Receipt	0000000403	Closed	11/04/2015	0000022785	MAIN	🗎	
▾ Actions	STATE		Payment	63459705	Posted	11/23/2015	0000022785	MAIN	🗎	

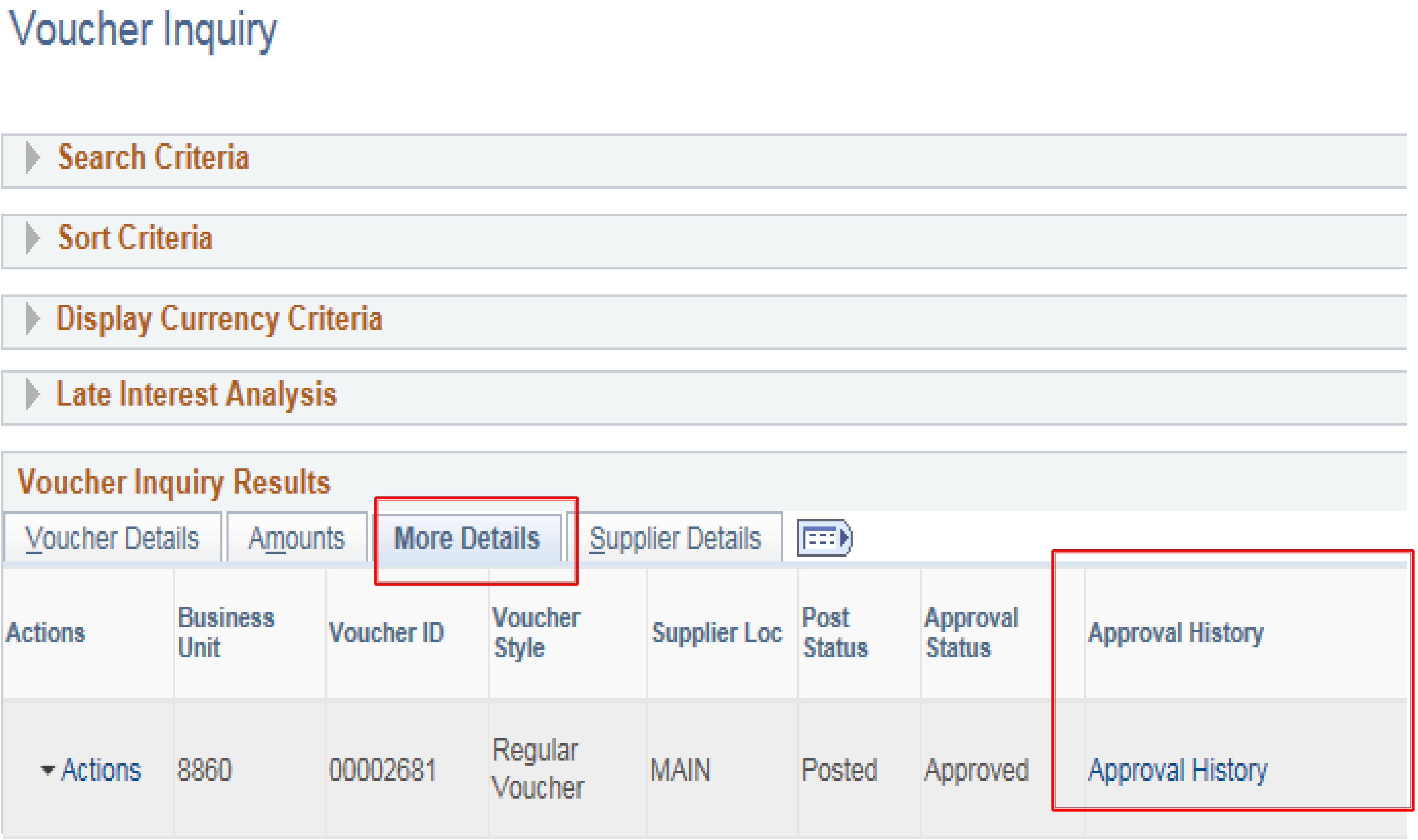
View Voucher Inquiry


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Approval History
Go
Return to Search
Notify
Refresh

Business Unit	8860	**Invoice Date**	10/28/2015
Voucher ID	00002681	**Invoice No**	10430
Voucher Style	Regular	**Invoice Total**	399.28 USD
Supplier Name	ETAP SOLUTIONS 1414 VALHALLA DR BAKERSFIELD, CA 93309-3816	**Pay Terms**	Net 45
		Voucher Source	Online
		Origin	ONL
Entry Status	Postable	**Created On**	11/13/2015 12:00AM
Match Status	Matched	**Created By**	10000748
Approval Status	Approved	**Last Update**	11/18/2015 12:00AM
Post Status	Posted	**Modified By**	FISCAL_BATCH
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		

***View Related** Voucher Inquiry

Voucher Inquiry

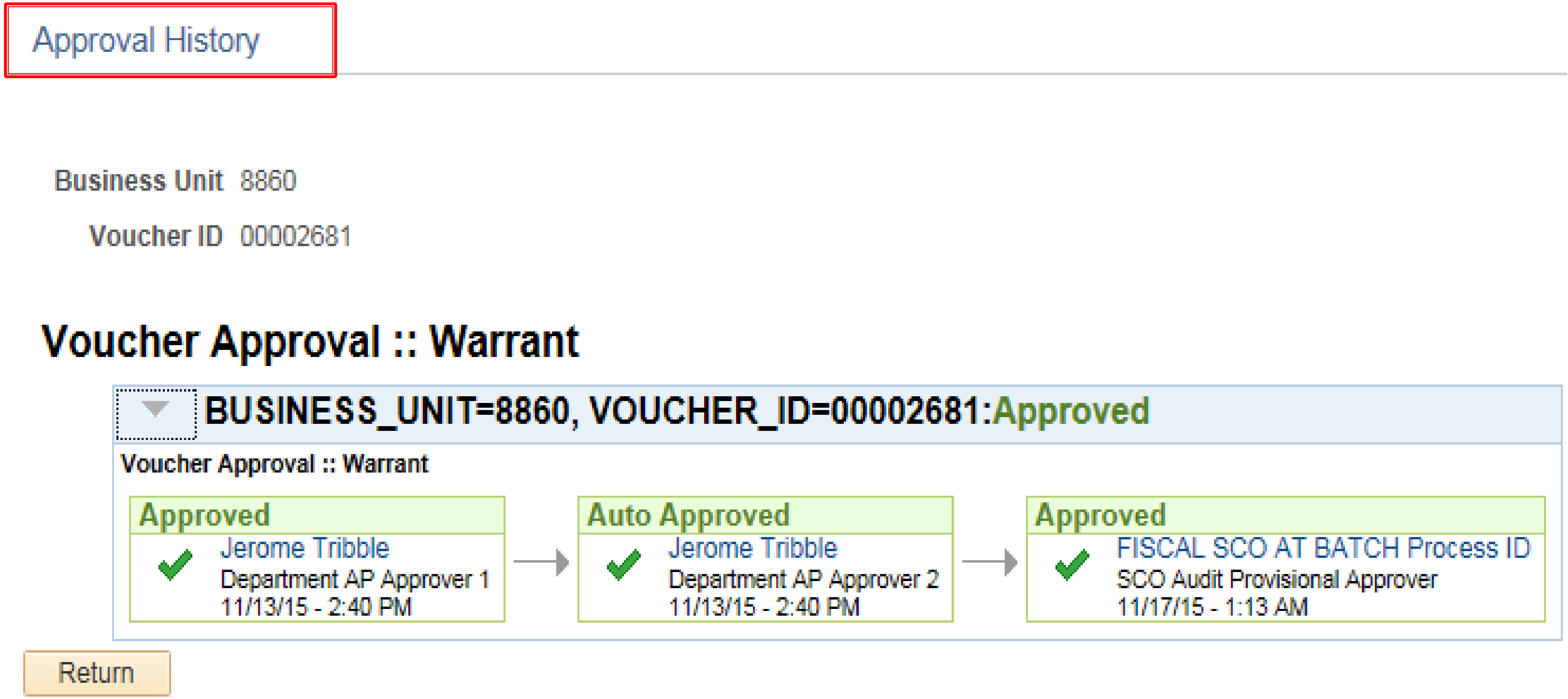

Search Criteria
Sort Criteria
Display Currency Criteria
Late Interest Analysis
Voucher Details
Amounts
More Details
Supplier Details

Voucher Inquiry

Voucher Inquiry Results

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History
Actions	8860	00002681	Regular Voucher	MAIN	Posted	Approved	Approval History

Approval Inquiry



Business Unit 8860

Voucher ID 00002681

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00002681: Approved

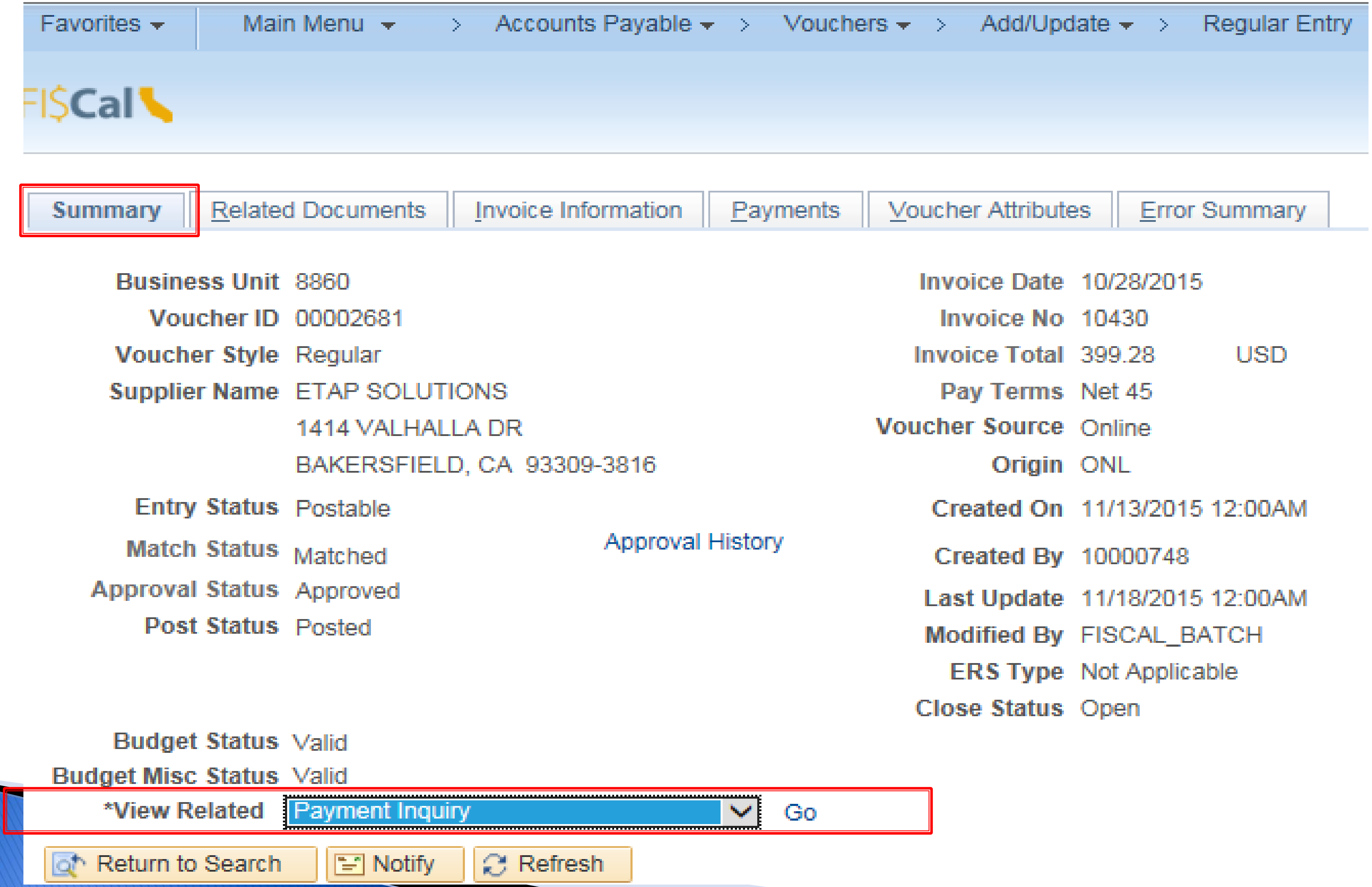
Voucher Approval :: Warrant

Approved
✓ Jerome Tribble
Department AP Approver 1
11/13/15 - 2:40 PM

Auto Approved
✓ Jerome Tribble
Department AP Approver 2
11/13/15 - 2:40 PM

Approved
✓ FISCAL SCO AT BATCH Process ID
SCO Audit Provisional Approver
11/17/15 - 1:13 AM

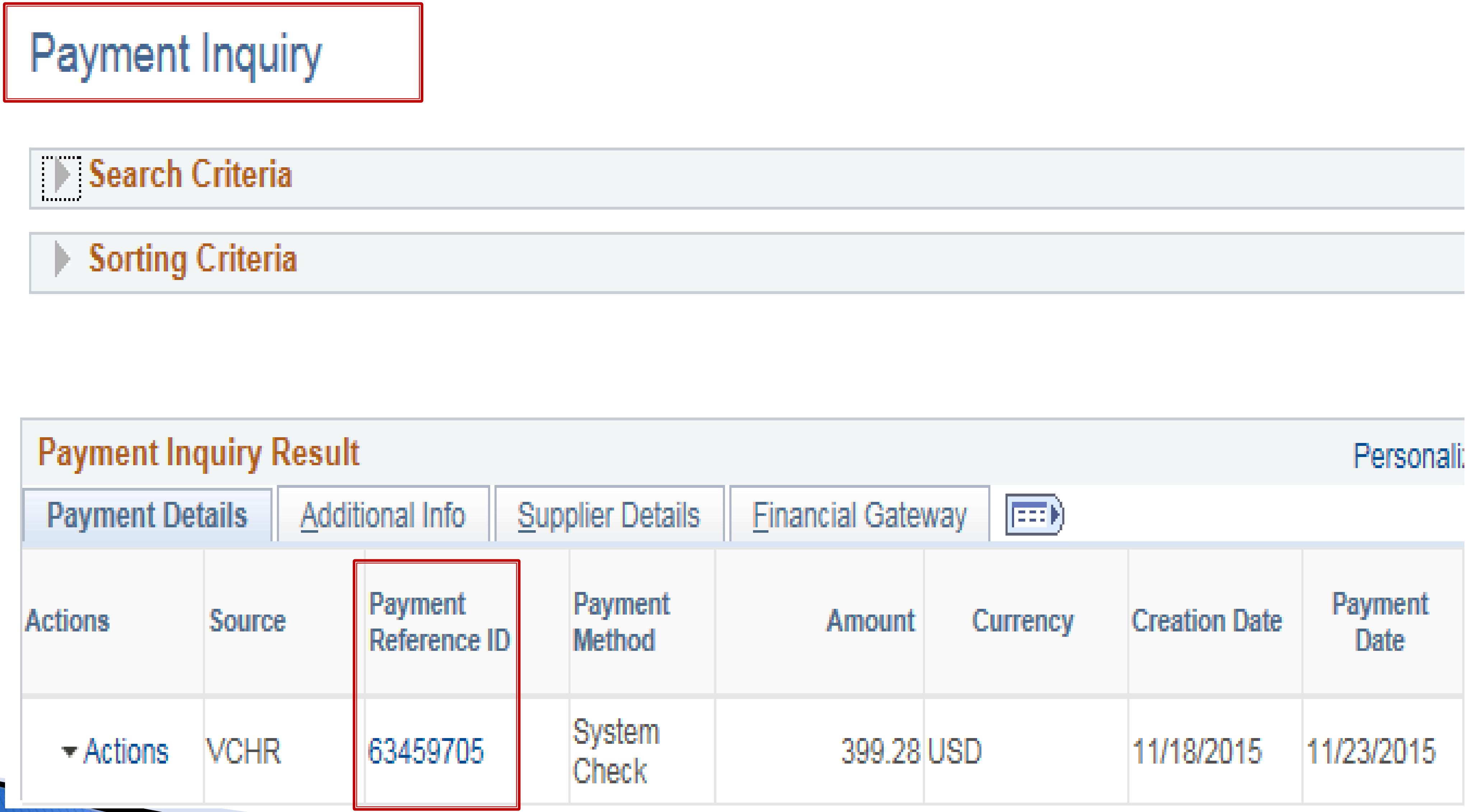
View Payment Inquiry


Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
FI$Cal
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Approval History
Go
Return to Search
Notify
Refresh

Business Unit	8860	**Invoice Date**	10/28/2015
Voucher ID	00002681	**Invoice No**	10430
Voucher Style	Regular	**Invoice Total**	399.28 USD
Supplier Name	ETAP SOLUTIONS 1414 VALHALLA DR BAKERSFIELD, CA 93309-3816	**Pay Terms**	Net 45
		Voucher Source	Online
		Origin	ONL
Entry Status	Postable	**Created On**	11/13/2015 12:00AM
Match Status	Matched	**Created By**	10000748
Approval Status	Approved	**Last Update**	11/18/2015 12:00AM
Post Status	Posted	**Modified By**	FISCAL_BATCH
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		

***View Related** Payment Inquiry

Payment Inquiry



Payment Inquiry

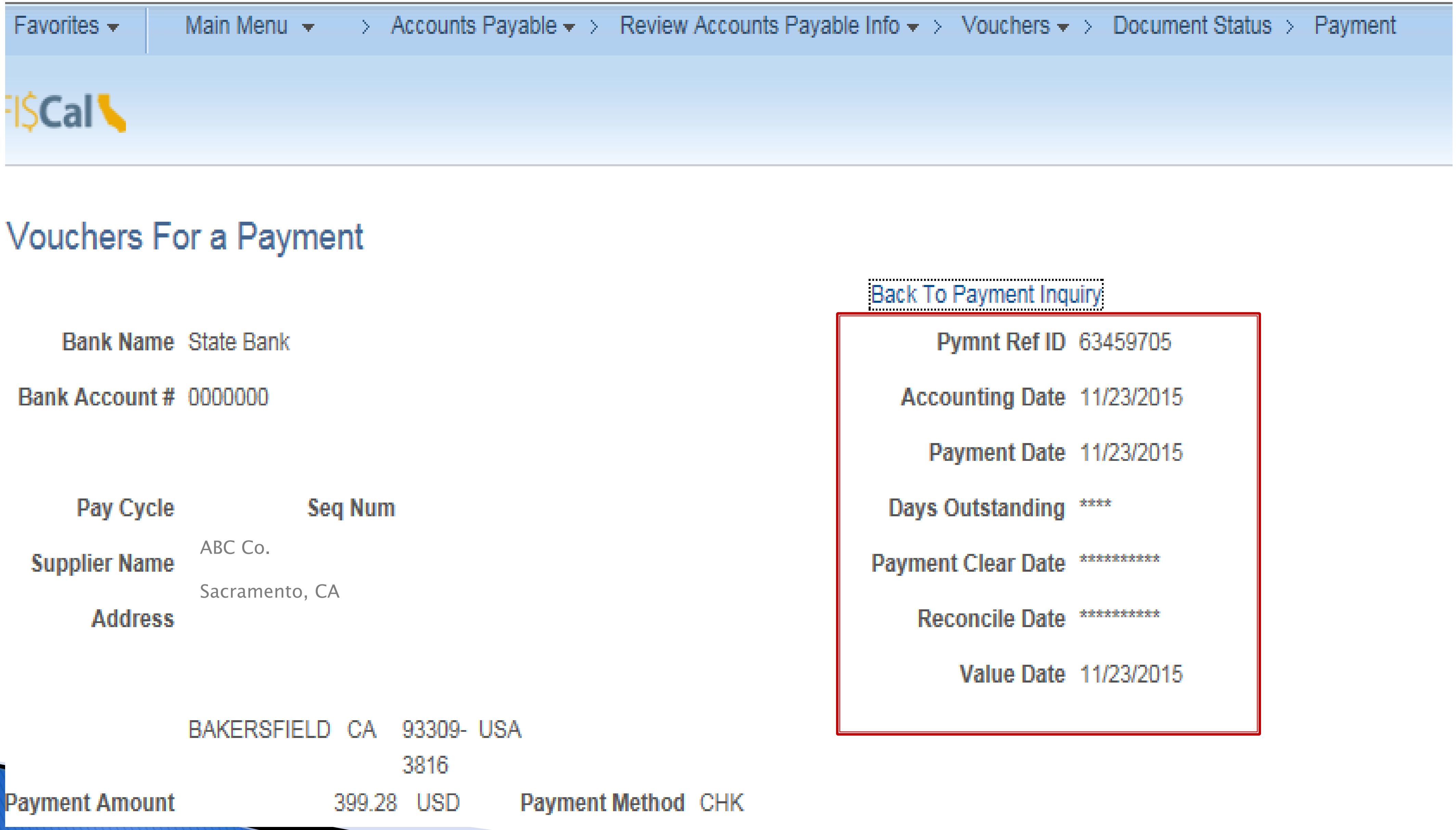
Search Criteria
Sorting Criteria

Payment Inquiry Result

Personali
Payment Details
Additional Info
Supplier Details
Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date
Actions	VCHR	63459705	System Check	399.28	USD	11/18/2015	11/23/2015

Voucher Payment


Favorites
Main Menu
Accounts Payable
Review Accounts Payable Info
Vouchers
Document Status
Payment
FI$Cal
Back To Payment Inquiry

Vouchers For a Payment

Bank Name State Bank

Bank Account # 0000000

Pay Cycle **Seq Num**

Supplier Name ABC Co.

Sacramento, CA

Address

BAKERSFIELD CA 93309-3816 USA

Payment Amount 399.28 USD **Payment Method** CHK

Pymnt Ref ID 63459705

Accounting Date 11/23/2015

Payment Date 11/23/2015

Days Outstanding ****

Payment Clear Date **********

Reconcile Date **********

Value Date 11/23/2015

Accounting Entries for Regular Vouchers

AP PURCHASES (Regular Voucher)

1. Voucher is Approved by SCO

DR	53xxxxx	Operating Expense & Equipment
CR	2000000	Accounts Payable

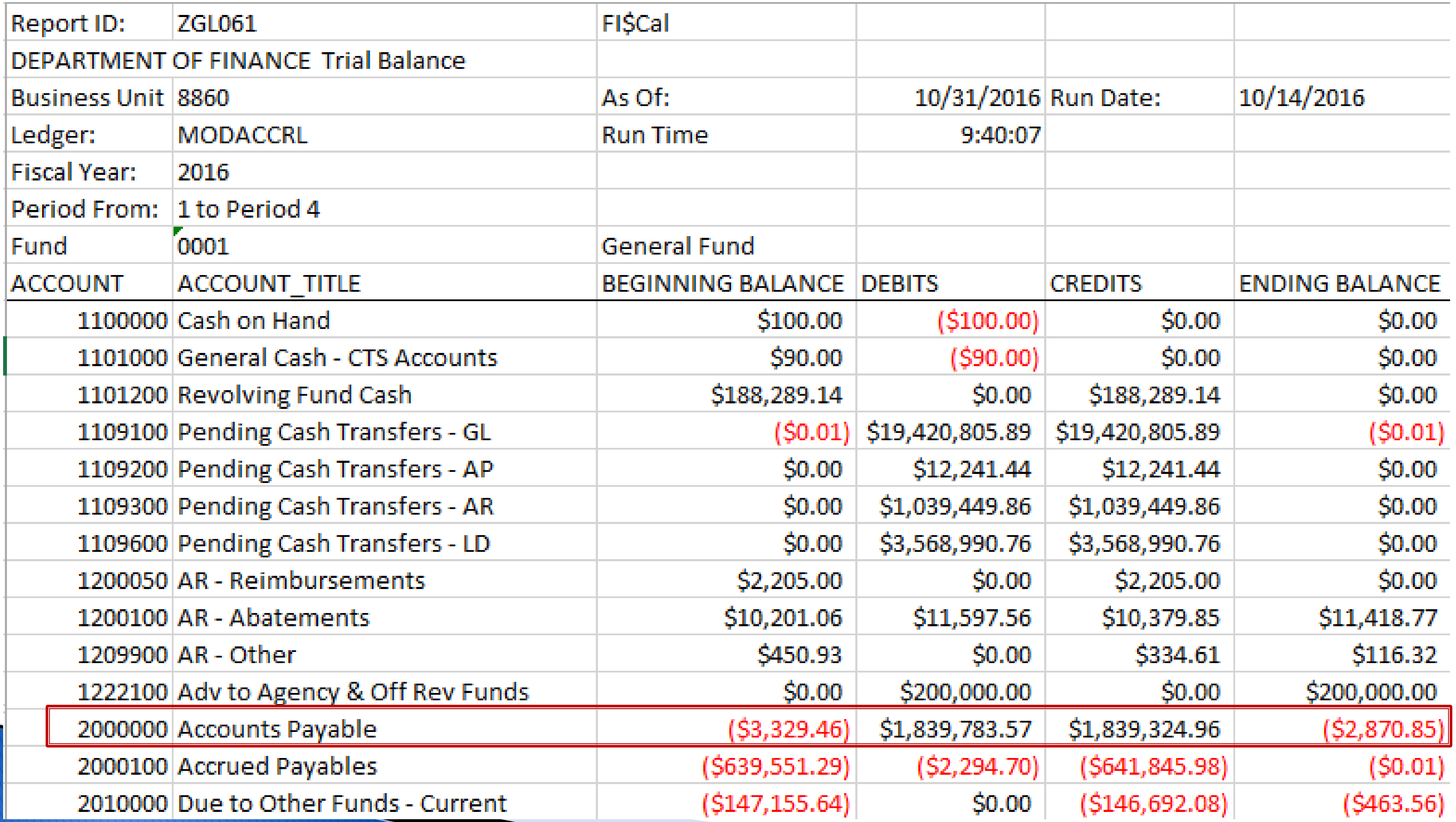
2. Voucher is Paid by SCO

DR	2000000	Accounts Payable
CR	1109200	Pending Cash-AP

Trial Balance Report

- Trial Balance (TB) is one of the main reports used to reconcile GL account balances
- Custom TB report will display the beginning and ending ledger balances by account number and Description
- Delivered TB report will display the ending ledger balances for a specified year and period by chartfield combinations
- Encumbrance balances will not display on the TB

Trial Balance Report



Report ID:	ZGL061	FI$Cal			
DEPARTMENT OF FINANCE Trial Balance					
Business Unit	8860	As Of:	10/31/2016	Run Date:	10/14/2016
Ledger:	MODACCRL	Run Time	9:40:07		
Fiscal Year:	2016				
Period From:	1 to Period 4				
Fund	0001	General Fund			
ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$100.00	($100.00)	$0.00	$0.00
1101000	General Cash - CTS Accounts	$90.00	($90.00)	$0.00	$0.00
1101200	Revolving Fund Cash	$188,289.14	$0.00	$188,289.14	$0.00
1109100	Pending Cash Transfers - GL	($0.01)	$19,420,805.89	$19,420,805.89	($0.01)
1109200	Pending Cash Transfers - AP	$0.00	$12,241.44	$12,241.44	$0.00
1109300	Pending Cash Transfers - AR	$0.00	$1,039,449.86	$1,039,449.86	$0.00
1109600	Pending Cash Transfers - LD	$0.00	$3,568,990.76	$3,568,990.76	$0.00
1200050	AR - Reimbursements	$2,205.00	$0.00	$2,205.00	$0.00
1200100	AR - Abatements	$10,201.06	$11,597.56	$10,379.85	$11,418.77
1209900	AR - Other	$450.93	$0.00	$334.61	$116.32
1222100	Adv to Agency & Off Rev Funds	$0.00	$200,000.00	$0.00	$200,000.00
2000000	Accounts Payable	($3,329.46)	$1,839,783.57	$1,839,324.96	($2,870.85)
2000100	Accrued Payables	($639,551.29)	($2,294.70)	($641,845.98)	($0.01)
2010000	Due to Other Funds - Current	($147,155.64)	$0.00	($146,692.08)	($463.56)

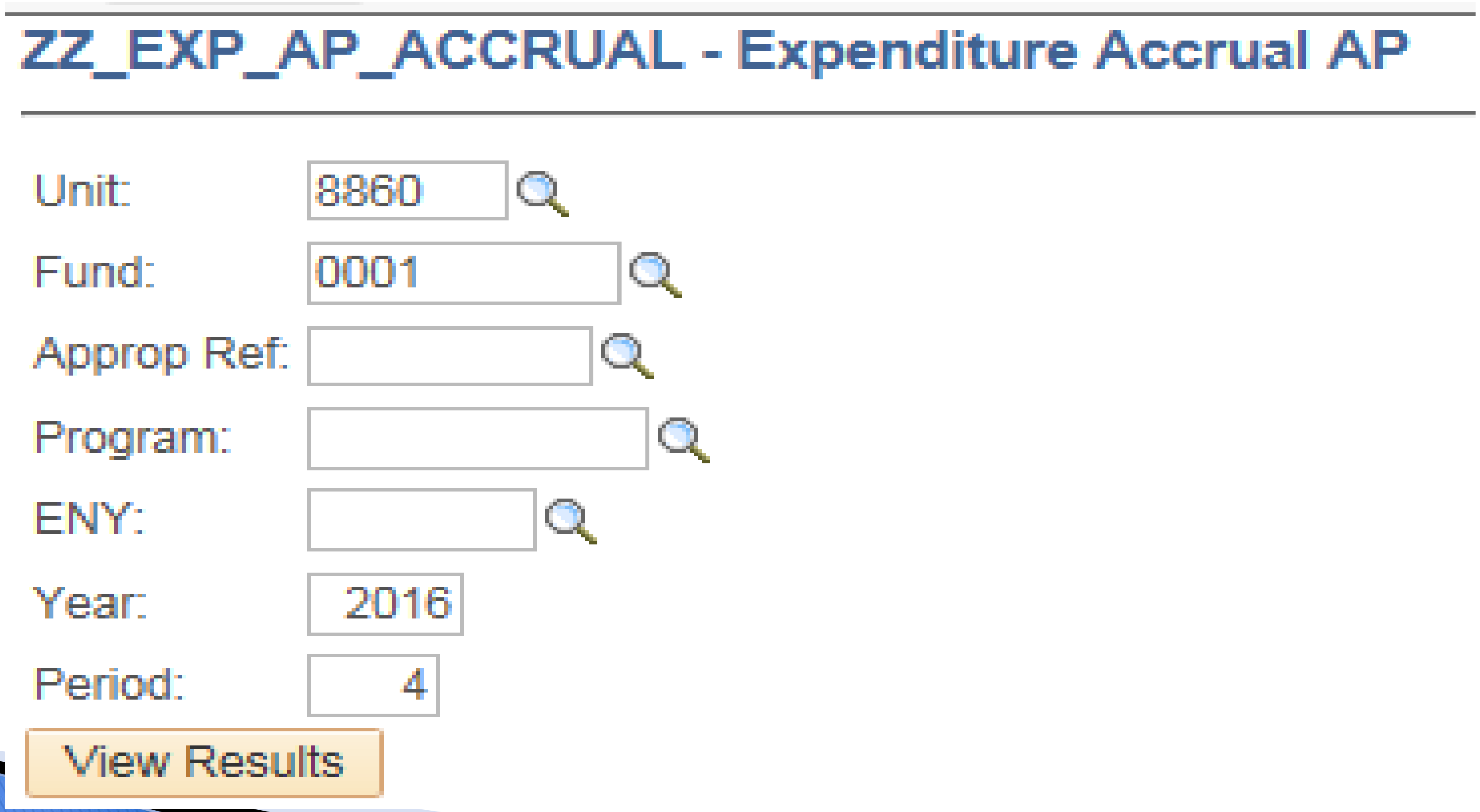
Accounts Payable Queries

The following queries can be used to reconcile the Accounts Payable balance in the GL:

- ZZ_EXP_AP_ACCRUAL – Expenditure Accrual AP
- ZZ_OUTSTANDING_VOUCHER – Outstanding Vouchers

Accounts Payable Queries

Expenditure Accrual AP



ZZ_EXP_AP_ACCRUAL - Expenditure Accrual AP

Unit: 8860

Fund: 0001

Approp Ref:

Program:

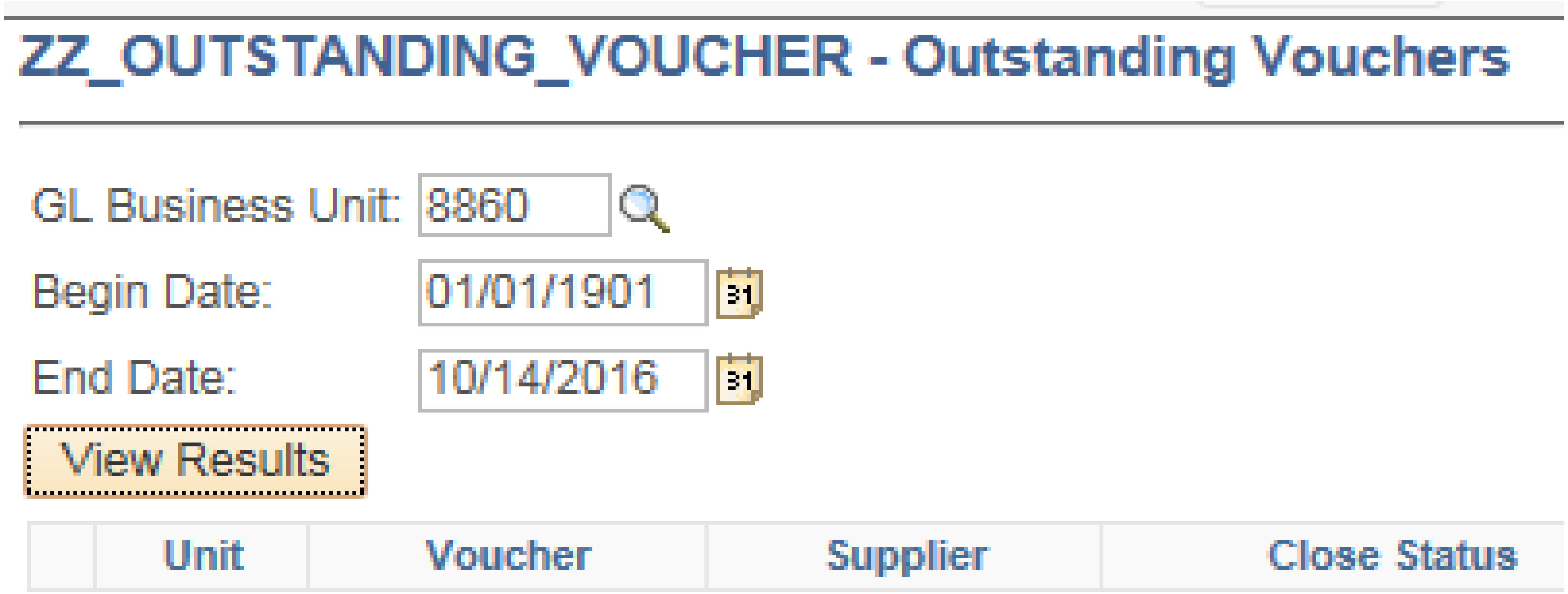
ENY:

Year: 2016

Period: 4

Accounts Payable Queries

ZZ_OUTSTANDING_VOUCHER – Outstanding Vouchers



ZZ_OUTSTANDING_VOUCHER - Outstanding Vouchers

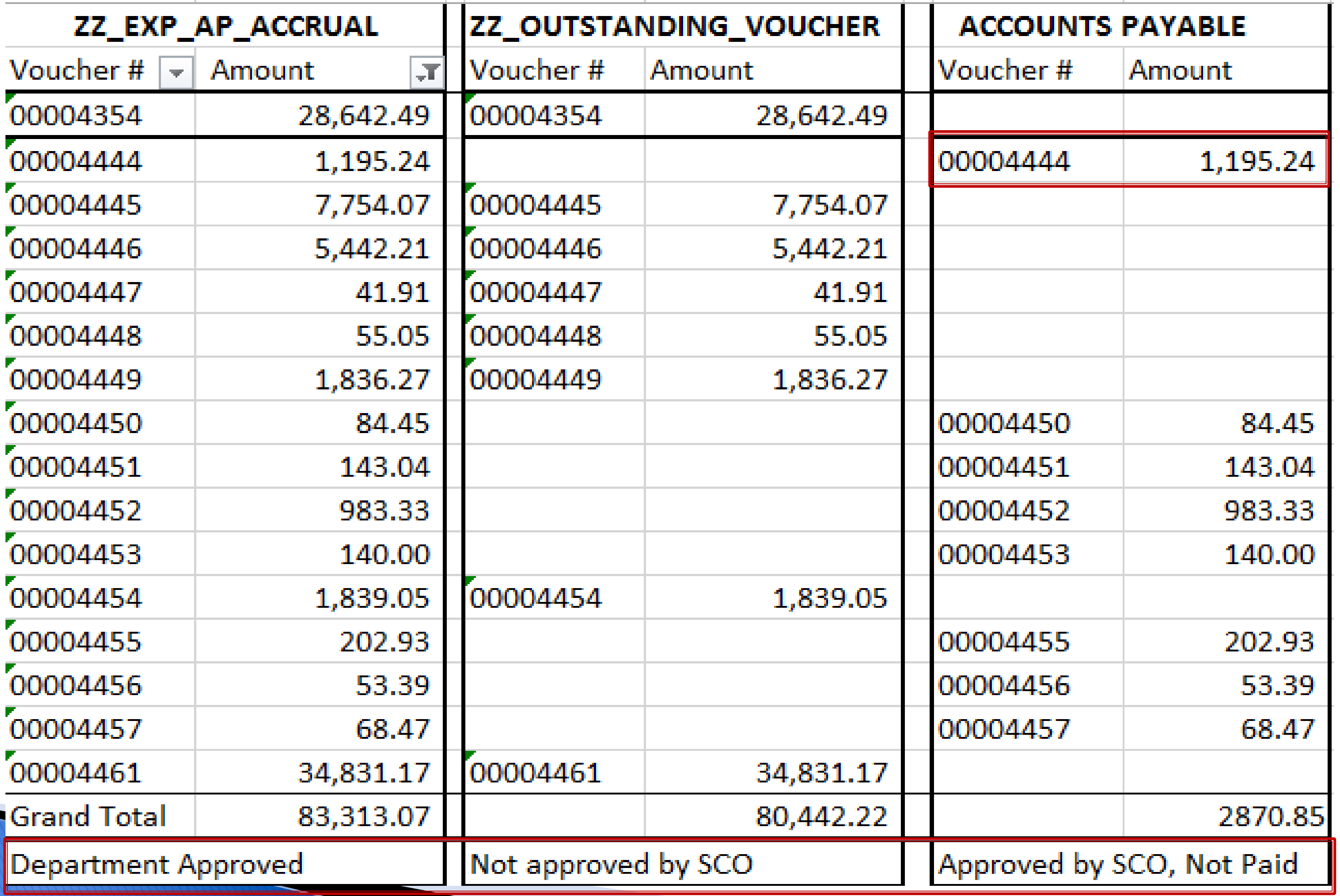
GL Business Unit: 8860

Begin Date: 01/01/1901

End Date: 10/14/2016

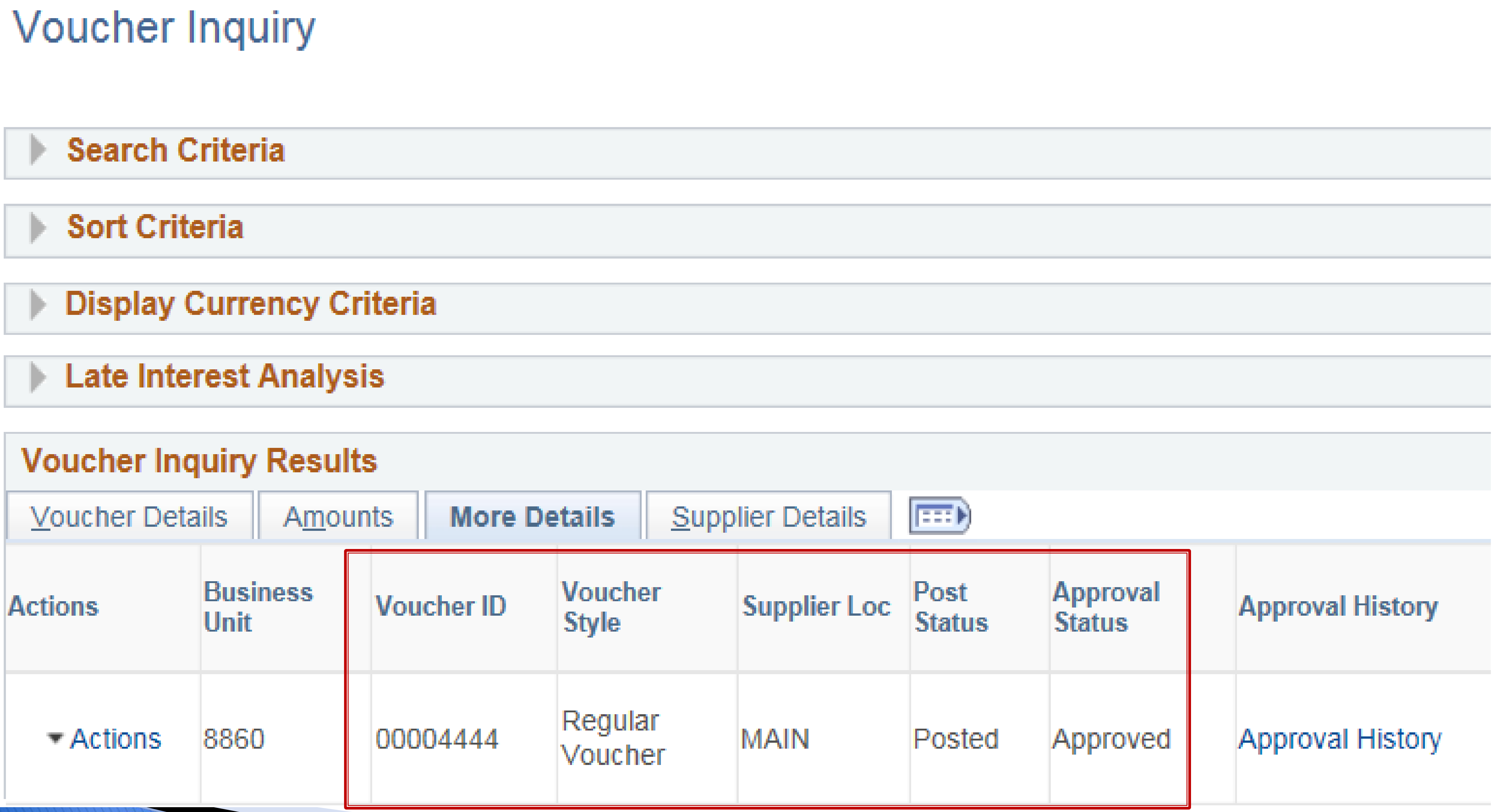
	Unit	Voucher	Supplier	Close Status

Accounts Payable Analysis



ZZ_EXP_AP_ACCRUAL		ZZ_OUTSTANDING_VOUCHER		ACCOUNTS PAYABLE	
Voucher #	Amount	Voucher #	Amount	Voucher #	Amount
00004354	28,642.49	00004354	28,642.49		
00004444	1,195.24			00004444	1,195.24
00004445	7,754.07	00004445	7,754.07		
00004446	5,442.21	00004446	5,442.21		
00004447	41.91	00004447	41.91		
00004448	55.05	00004448	55.05		
00004449	1,836.27	00004449	1,836.27		
00004450	84.45			00004450	84.45
00004451	143.04			00004451	143.04
00004452	983.33			00004452	983.33
00004453	140.00			00004453	140.00
00004454	1,839.05	00004454	1,839.05		
00004455	202.93			00004455	202.93
00004456	53.39			00004456	53.39
00004457	68.47			00004457	68.47
00004461	34,831.17	00004461	34,831.17		
Grand Total	83,313.07		80,442.22		2870.85
Department Approved		Not approved by SCO		Approved by SCO, Not Paid	

Accounts Payable Analysis



Voucher Inquiry

Search Criteria

Sort Criteria

Display Currency Criteria

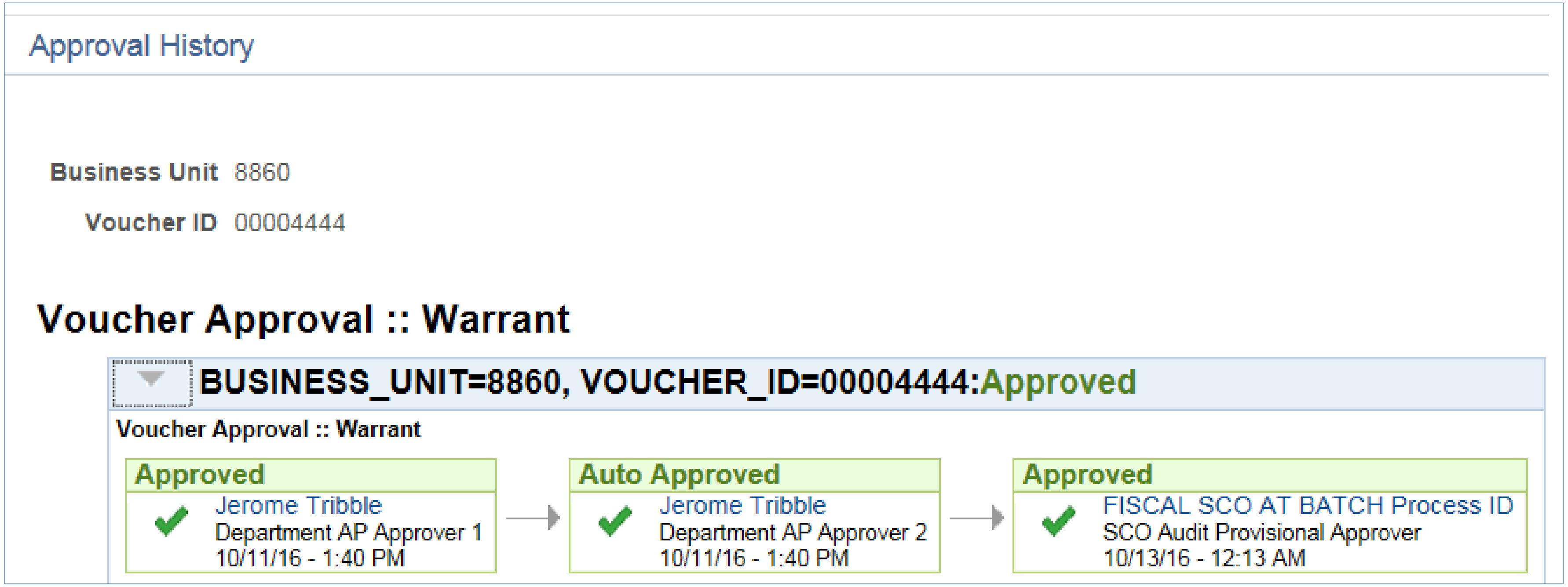
Late Interest Analysis

Voucher Inquiry Results

Voucher Details
Amounts
More Details
Supplier Details

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History
Actions	8860	00004444	Regular Voucher	MAIN	Posted	Approved	Approval History

Accounts Payable Analysis



Approval History

Business Unit 8860

Voucher ID 00004444

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00004444:Approved

Voucher Approval :: Warrant

Approved
✓ Jerome Tribble
Department AP Approver 1
10/11/16 - 1:40 PM

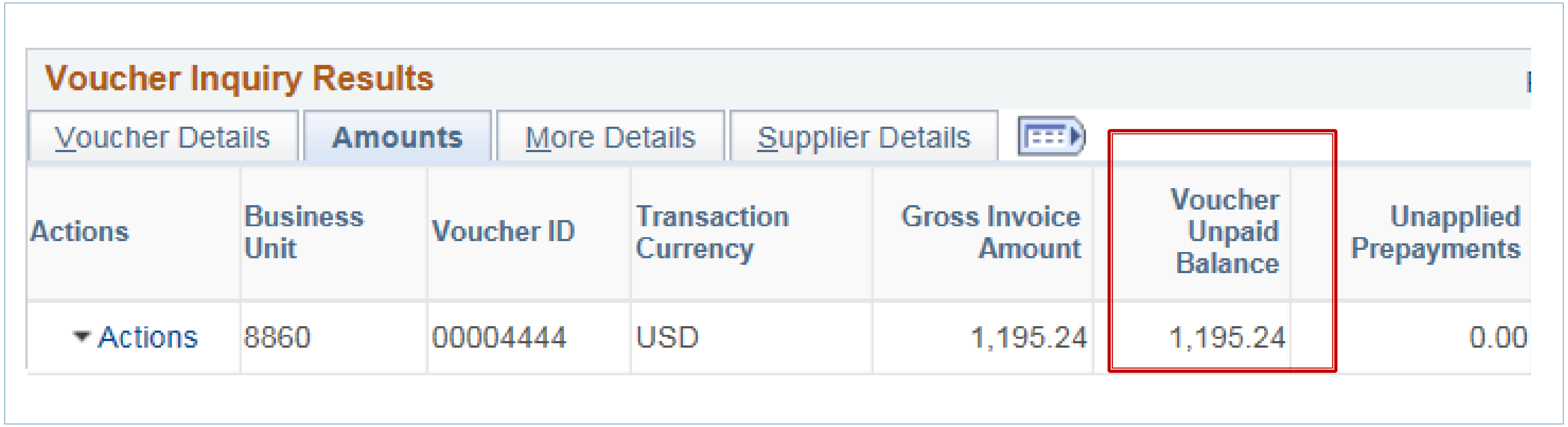
→

Auto Approved
✓ Jerome Tribble
Department AP Approver 2
10/11/16 - 1:40 PM

→

Approved
✓ FISCAL SCO AT BATCH Process ID
SCO Audit Provisional Approver
10/13/16 - 12:13 AM

Accounts Payable Analysis


Voucher Inquiry Results
Voucher Details
Amounts
More Details
Supplier Details

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments
Actions	8860	00004444	USD	1,195.24	1,195.24	0.00

Other AP Reports

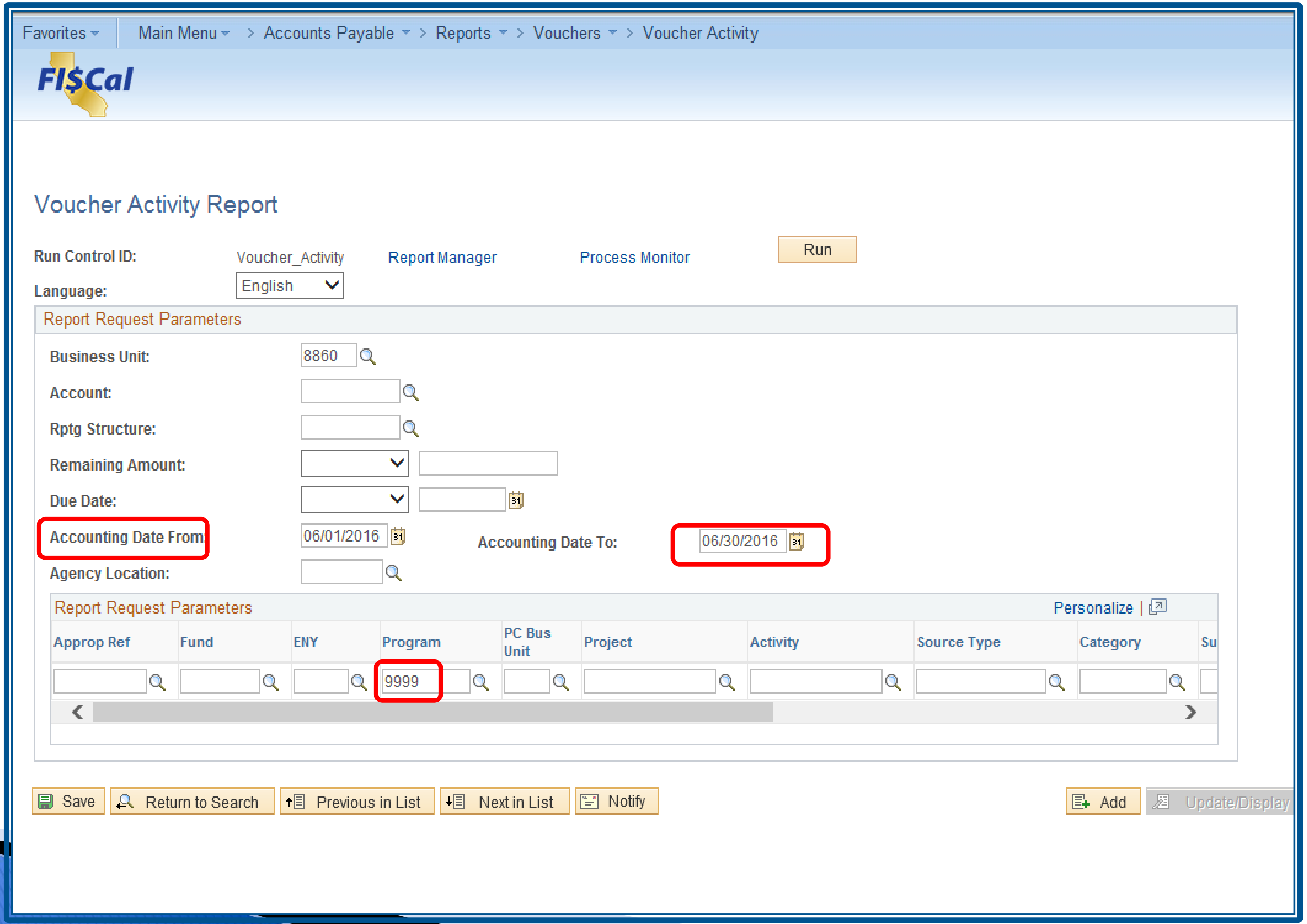
- AP Voucher Activity Report
  - **APSX8001**
- AP Accounting Entries to GL Report
  - **ZZ_AP_ACCT_Entries_Sent_To_GL**

AP Voucher Activity Report

- The AP Voucher Activity Report can be run by date range, and chartfield values.
- The report can be used as a month end tool to see what vouchers were created and the gross amount of payments.
- The report does not show deleted vouchers.
    - (To see deleted vouchers, use ZZ_AP_VCHR_DELETED Report)

Voucher Activity Report

Main Menu>Accounts Payable> Report>Vouchers>Voucher Activity


Favorites
Main Menu > Accounts Payable > Reports > Vouchers > Voucher Activity
FI$Cal
Report Manager
Process Monitor
Run
Report Request Parameters
Account:
Rptg Structure:
Remaining Amount:
Due Date:
Agency Location:
Report Request Parameters
Personalize
Approp Ref
Fund
ENY
PC Bus Unit
Project
Activity
Source Type
Category
Su
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Voucher Activity Report

Run Control ID: Voucher_Activity

Language: English

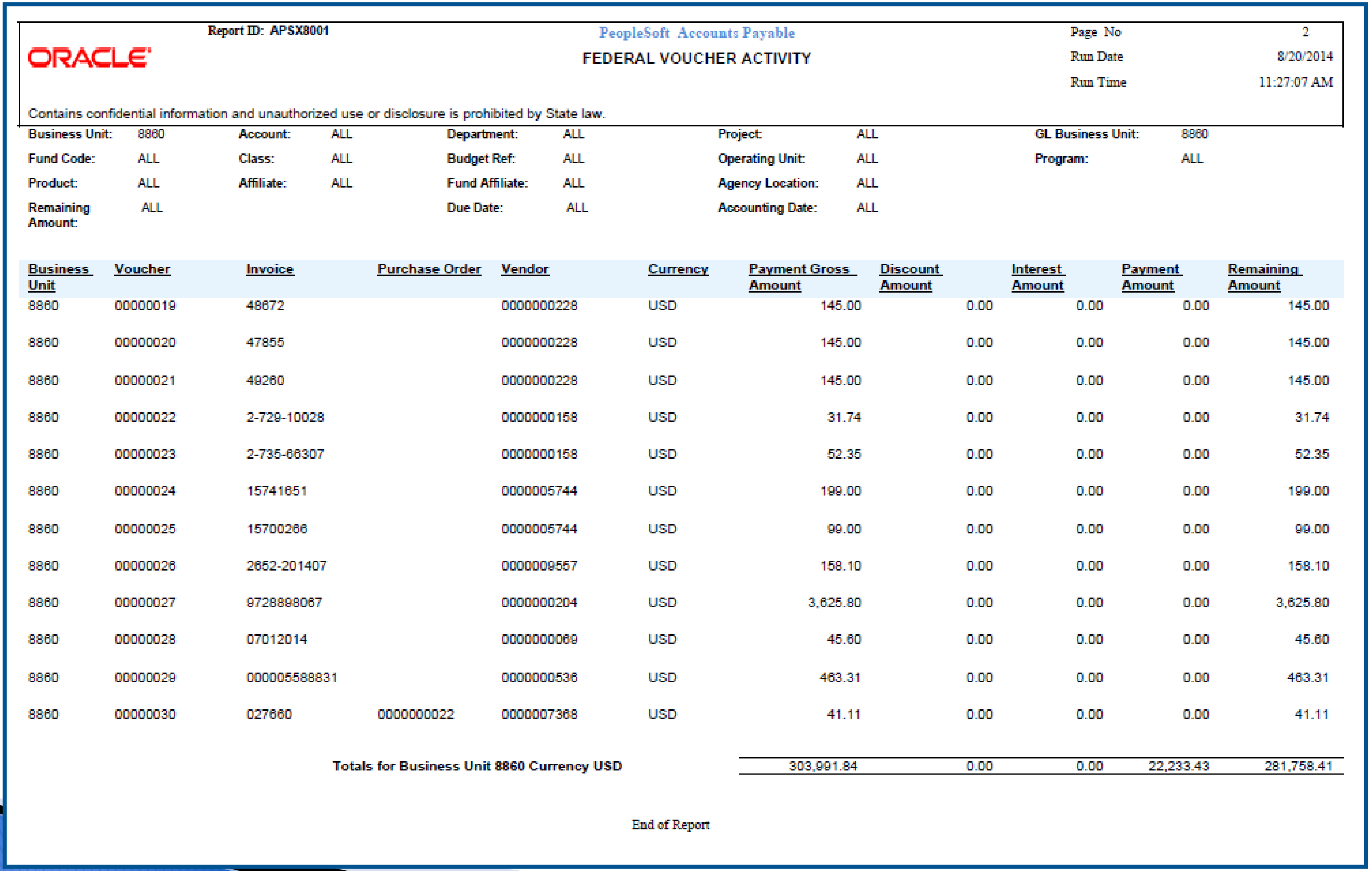
Business Unit: 8860

Accounting Date From: 06/01/2016

Accounting Date To: 06/30/2016

Program: 9999

AP Voucher Activity Report



Report ID: APSX8001

ORACLE

PeopleSoft Accounts Payable

FEDERAL VOUCHER ACTIVITY

Page No 2
Run Date 8/20/2014
Run Time 11:27:07 AM

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	**Account:**	ALL	**Department:**	ALL	**Project:**	ALL	**GL Business Unit:**	8860
Fund Code:	ALL	**Class:**	ALL	**Budget Ref:**	ALL	**Operating Unit:**	ALL	**Program:**	ALL
Product:	ALL	**Affiliate:**	ALL	**Fund Affiliate:**	ALL	**Agency Location:**	ALL		
Remaining Amount:	ALL			**Due Date:**	ALL	**Accounting Date:**	ALL		

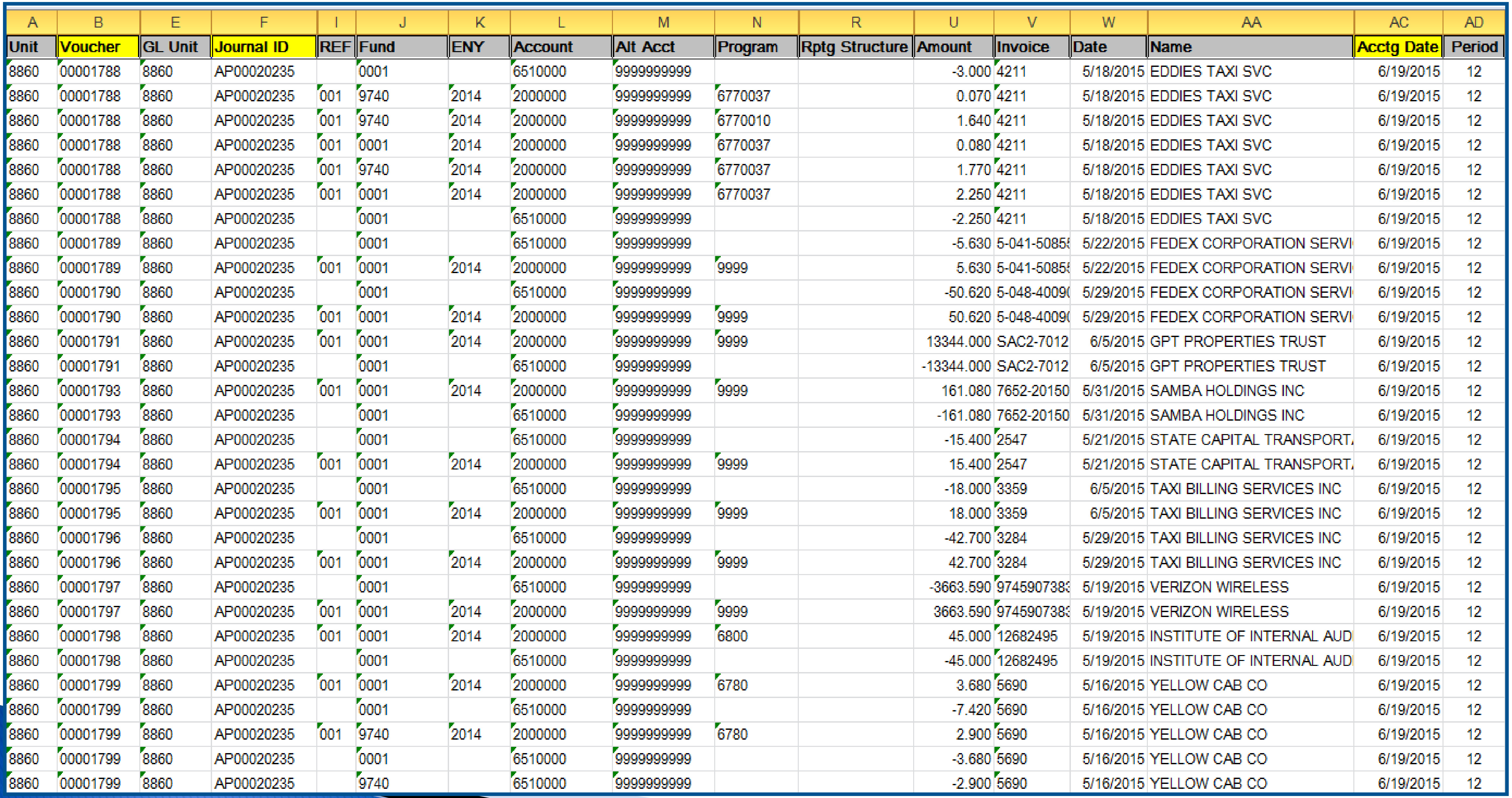
Business Unit	Voucher	Invoice	Purchase Order	Vendor	Currency	Payment Gross Amount	Discount Amount	Interest Amount	Payment Amount	Remaining Amount
8860	00000019	48672		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000020	47855		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000021	49260		0000000228	USD	145.00	0.00	0.00	0.00	145.00
8860	00000022	2-729-10028		0000000158	USD	31.74	0.00	0.00	0.00	31.74
8860	00000023	2-735-66307		0000000158	USD	52.35	0.00	0.00	0.00	52.35
8860	00000024	15741651		0000005744	USD	199.00	0.00	0.00	0.00	199.00
8860	00000025	15700266		0000005744	USD	99.00	0.00	0.00	0.00	99.00
8860	00000026	2652-201407		0000009557	USD	158.10	0.00	0.00	0.00	158.10
8860	00000027	9728898067		0000000204	USD	3,625.80	0.00	0.00	0.00	3,625.80
8860	00000028	07012014		0000000069	USD	45.60	0.00	0.00	0.00	45.60
8860	00000029	000005588831		0000000536	USD	463.31	0.00	0.00	0.00	463.31
8860	00000030	027660	0000000022	0000007368	USD	41.11	0.00	0.00	0.00	41.11
			Totals for Business Unit 8860 Currency USD			303,991.84	0.00	0.00	22,233.43	281,758.41

End of Report

AP Accounting Entries Sent to GL Report

- The AP Accounting Entries Sent to GL Report will:
  - Display the AP Journal entries that have posted in GL.
  - Associates the AP voucher to AP Journal.
  - Provide Supplier name, chartfields, accounting date.

AP Accounting Entries Sent to GL Report



A	B	E	F	I	J	K	L	M	N	R	U	V	W	AA	AC	AD
Unit	Voucher	GL Unit	Journal ID	REF	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Invoice	Date	Name	Acctg Date	Period
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-3.000	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		0.070	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770010		1.640	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		0.080	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	9740	2014	2000000	9999999999	6770037		1.770	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235	001	0001	2014	2000000	9999999999	6770037		2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001788	8860	AP00020235		0001		6510000	9999999999			-2.250	4211	5/18/2015	EDDIES TAXI SVC	6/19/2015	12
8860	00001789	8860	AP00020235		0001		6510000	9999999999			-5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001789	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		5.630	5-041-5085	5/22/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001790	8860	AP00020235		0001		6510000	9999999999			-50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001790	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		50.620	5-048-4009	5/29/2015	FEDEX CORPORATION SERVI	6/19/2015	12
8860	00001791	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001791	8860	AP00020235		0001		6510000	9999999999			-13344.000	SAC2-7012	6/5/2015	GPT PROPERTIES TRUST	6/19/2015	12
8860	00001793	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001793	8860	AP00020235		0001		6510000	9999999999			-161.080	7652-20150	5/31/2015	SAMBA HOLDINGS INC	6/19/2015	12
8860	00001794	8860	AP00020235		0001		6510000	9999999999			-15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT	6/19/2015	12
8860	00001794	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		15.400	2547	5/21/2015	STATE CAPITAL TRANSPORT	6/19/2015	12
8860	00001795	8860	AP00020235		0001		6510000	9999999999			-18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001795	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		18.000	3359	6/5/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235		0001		6510000	9999999999			-42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001796	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		42.700	3284	5/29/2015	TAXI BILLING SERVICES INC	6/19/2015	12
8860	00001797	8860	AP00020235		0001		6510000	9999999999			-3663.590	974590738	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001797	8860	AP00020235	001	0001	2014	2000000	9999999999	9999		3663.590	974590738	5/19/2015	VERIZON WIRELESS	6/19/2015	12
8860	00001798	8860	AP00020235	001	0001	2014	2000000	9999999999	6800		45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001798	8860	AP00020235		0001		6510000	9999999999			-45.000	12682495	5/19/2015	INSTITUTE OF INTERNAL AUD	6/19/2015	12
8860	00001799	8860	AP00020235	001	0001	2014	2000000	9999999999	6780		3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-7.420	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235	001	9740	2014	2000000	9999999999	6780		2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		0001		6510000	9999999999			-3.680	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12
8860	00001799	8860	AP00020235		9740		6510000	9999999999			-2.900	5690	5/16/2015	YELLOW CAB CO	6/19/2015	12

Voucher Build Errors

- Job Aid 226- Voucher build errors
  - Navigation: Main Menu → Accounts Payable → Vouchers → Maintain → Voucher Build Error Detail
- Run this reports if errors show up please refer job aid 226 on how to correct them.
- Make sure to run this report on weekly basis
- ELearning AP3- View and Correct Voucher Build Errors

AP tips

- Catch-Up Transactions in FI$Cal
  - Use Secondary IDs to record Catch-Up Vouchers, such as warrants/payments issued outside of to FI$Cal. These vouchers are not intended to be processed through any Pay Cycle or Payment Creation but are intended solely for recording payments.
  - When recording manual catch up vouchers that were paid outside FI$Cal, the payment date and reference field in the payments tab of the voucher must match the warrant number exactly as it is on the Notice of Claims Paid form (CD 102). The Reference field must be numbers only (no alpha or special characters and no 'blanks' or 'spaces').
  - FI$Cal Job Aids 270 – Manually Create Catch-up Transactions 3.0 provides detailed steps on how to manually record a payment made outside FI$Cal.

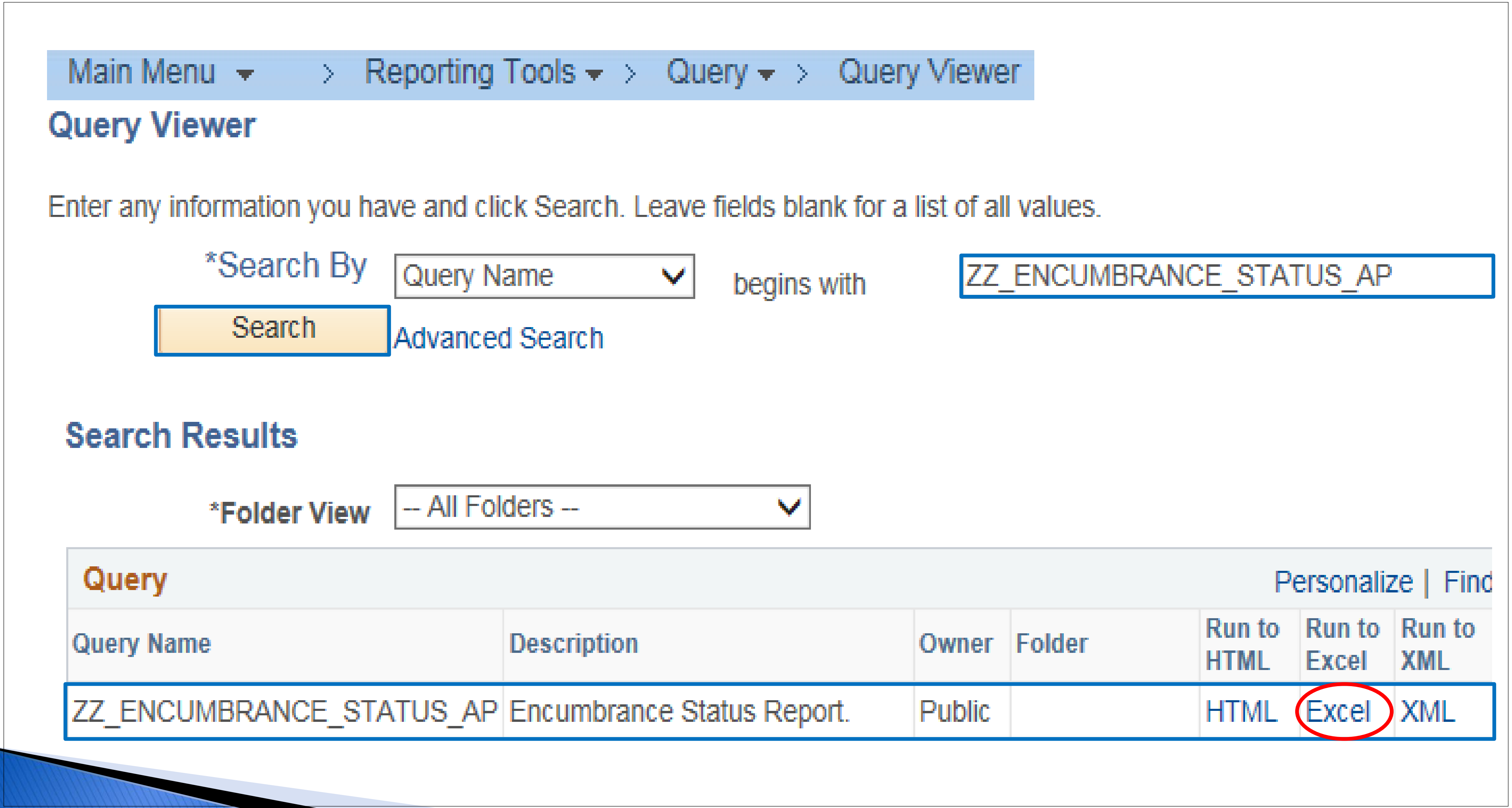
***Note:** FI$Cal only allows one voucher per invoice. Whereas with a claim schedule, it can have multiple invoices per supplier for a claim schedule. In these instances, we recommend you to create one voucher for each supplier to record multiple invoices.

Encumbrance Reconciliation

Encumbrance Status Report

- The Encumbrance Status Report is based on the Purchase Order activity from the Purchasing Module
- The report displays Purchase Order number, PO Date, Accounting Date, Original Encumbrance Amount, Remaining Encumbrance Balance and Chartfields
- Run the report from the Inception Date (1/1/1901) to current date to review all remaining balances
- The Accounting Date determines the encumbrance fiscal period

Encumbrance Status Report


Main Menu > Reporting Tools > Query > Query Viewer
Search
Advanced Search
Personalize | Find

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with ZZ_ENCUMBRANCE_STATUS_AP

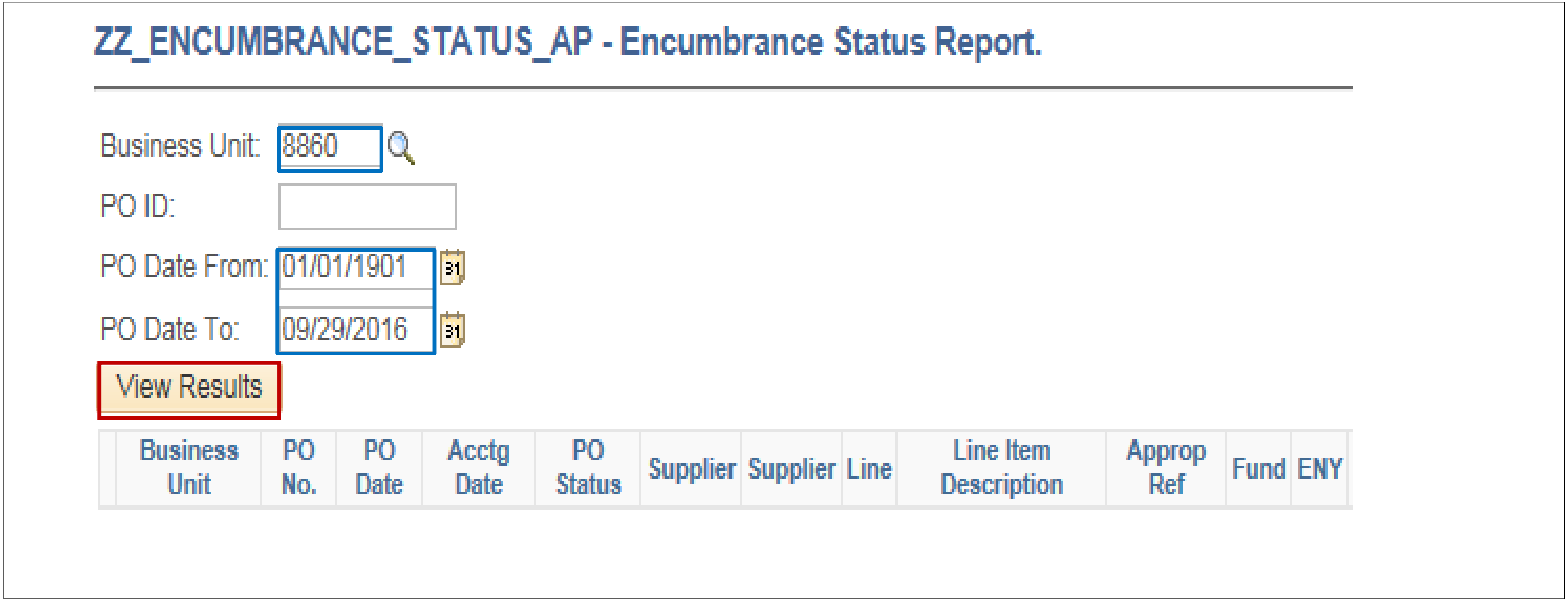
Search Results

*Folder View: -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
ZZ_ENCUMBRANCE_STATUS_AP	Encumbrance Status Report.	Public		HTML	Excel	XML

Encumbrance Status Report



ZZ_ENCUMBRANCE_STATUS_AP - Encumbrance Status Report.

Business Unit: 8860

PO ID:

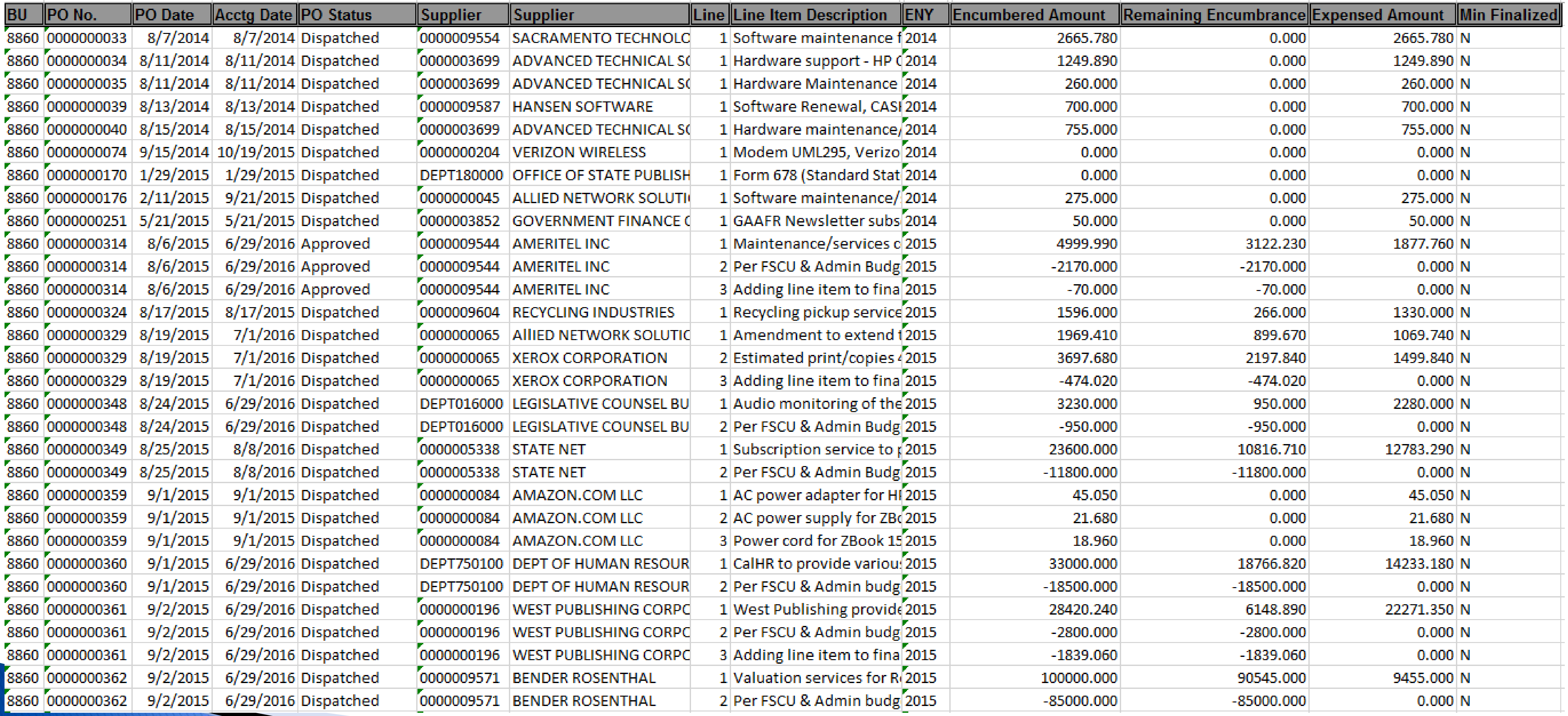
PO Date From: 01/01/1901

PO Date To: 09/29/2016

Business Unit	PO No.	PO Date	Acctg Date	PO Status	Supplier	Supplier	Line	Line Item Description	Approp Ref	Fund	ENY

Note: The PO Date From should be Inception Date (01/01/1901) to current date to review all remaining encumbrance balances.

Encumbrance Status Report



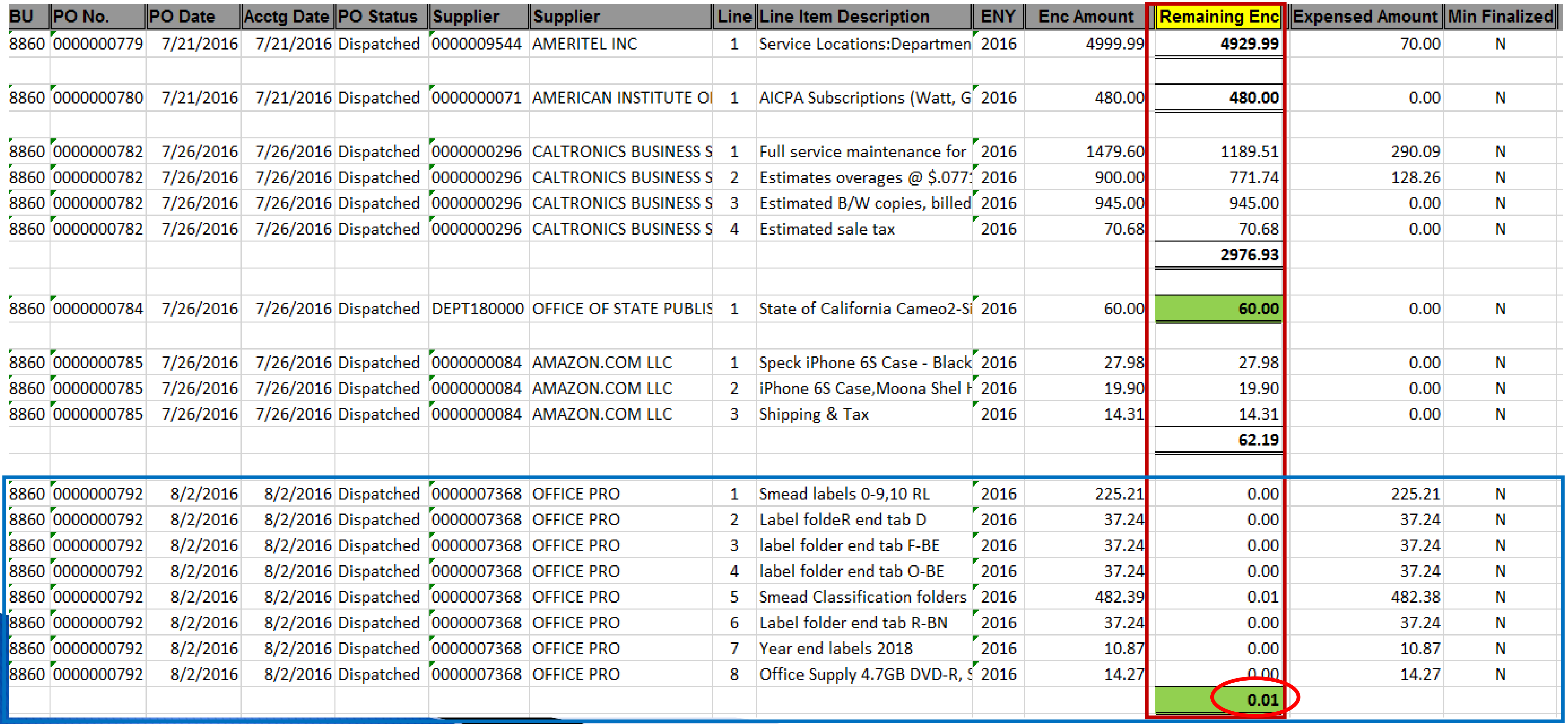
BU	PO No.	PO Date	Acctg Date	PO Status	Supplier	Supplier	Line	Line Item Description	ENY	Encumbered Amount	Remaining Encumbrance	Expensed Amount	Min Finalized
8860	0000000033	8/7/2014	8/7/2014	Dispatched	0000009554	SACRAMENTO TECHNOL	1	Software maintenance f	2014	2665.780	0.000	2665.780	N
8860	0000000034	8/11/2014	8/11/2014	Dispatched	0000003699	ADVANCED TECHNICAL S	1	Hardware support - HP	2014	1249.890	0.000	1249.890	N
8860	0000000035	8/11/2014	8/11/2014	Dispatched	0000003699	ADVANCED TECHNICAL S	1	Hardware Maintenance	2014	260.000	0.000	260.000	N
8860	0000000039	8/13/2014	8/13/2014	Dispatched	0000009587	HANSEN SOFTWARE	1	Software Renewal, CAS	2014	700.000	0.000	700.000	N
8860	0000000040	8/15/2014	8/15/2014	Dispatched	0000003699	ADVANCED TECHNICAL S	1	Hardware maintenance/	2014	755.000	0.000	755.000	N
8860	0000000074	9/15/2014	10/19/2015	Dispatched	0000000204	VERIZON WIRELESS	1	Modem UML295, Verizo	2014	0.000	0.000	0.000	N
8860	0000000170	1/29/2015	1/29/2015	Dispatched	DEPT180000	OFFICE OF STATE PUBLISH	1	Form 678 (Standard Stat	2014	0.000	0.000	0.000	N
8860	0000000176	2/11/2015	9/21/2015	Dispatched	0000000045	ALLIED NETWORK SOLUTI	1	Software maintenance/	2014	275.000	0.000	275.000	N
8860	0000000251	5/21/2015	5/21/2015	Dispatched	0000003852	GOVERNMENT FINANCE	1	GAAFR Newsletter subs	2014	50.000	0.000	50.000	N
8860	0000000314	8/6/2015	6/29/2016	Approved	0000009544	AMERITEL INC	1	Maintenance/services c	2015	4999.990	3122.230	1877.760	N
8860	0000000314	8/6/2015	6/29/2016	Approved	0000009544	AMERITEL INC	2	Per FSCU & Admin Budg	2015	-2170.000	-2170.000	0.000	N
8860	0000000314	8/6/2015	6/29/2016	Approved	0000009544	AMERITEL INC	3	Adding line item to fina	2015	-70.000	-70.000	0.000	N
8860	0000000324	8/17/2015	8/17/2015	Dispatched	0000009604	RECYCLING INDUSTRIES	1	Recycling pickup service	2015	1596.000	266.000	1330.000	N
8860	0000000329	8/19/2015	7/1/2016	Dispatched	0000000065	AllIED NETWORK SOLUTI	1	Amendment to extend t	2015	1969.410	899.670	1069.740	N
8860	0000000329	8/19/2015	7/1/2016	Dispatched	0000000065	XEROX CORPORATION	2	Estimated print/copies	2015	3697.680	2197.840	1499.840	N
8860	0000000329	8/19/2015	7/1/2016	Dispatched	0000000065	XEROX CORPORATION	3	Adding line item to fina	2015	-474.020	-474.020	0.000	N
8860	0000000348	8/24/2015	6/29/2016	Dispatched	DEPT016000	LEGISLATIVE COUNSEL BU	1	Audio monitoring of the	2015	3230.000	950.000	2280.000	N
8860	0000000348	8/24/2015	6/29/2016	Dispatched	DEPT016000	LEGISLATIVE COUNSEL BU	2	Per FSCU & Admin Budg	2015	-950.000	-950.000	0.000	N
8860	0000000349	8/25/2015	8/8/2016	Dispatched	0000005338	STATE NET	1	Subscription service to	2015	23600.000	10816.710	12783.290	N
8860	0000000349	8/25/2015	8/8/2016	Dispatched	0000005338	STATE NET	2	Per FSCU & Admin Budg	2015	-11800.000	-11800.000	0.000	N
8860	0000000359	9/1/2015	9/1/2015	Dispatched	0000000084	AMAZON.COM LLC	1	AC power adapter for H	2015	45.050	0.000	45.050	N
8860	0000000359	9/1/2015	9/1/2015	Dispatched	0000000084	AMAZON.COM LLC	2	AC power supply for ZB	2015	21.680	0.000	21.680	N
8860	0000000359	9/1/2015	9/1/2015	Dispatched	0000000084	AMAZON.COM LLC	3	Power cord for ZBook 15	2015	18.960	0.000	18.960	N
8860	0000000360	9/1/2015	6/29/2016	Dispatched	DEPT750100	DEPT OF HUMAN RESOUR	1	CalHR to provide variou	2015	33000.000	18766.820	14233.180	N
8860	0000000360	9/1/2015	6/29/2016	Dispatched	DEPT750100	DEPT OF HUMAN RESOUR	2	Per FSCU & Admin budg	2015	-18500.000	-18500.000	0.000	N
8860	0000000361	9/2/2015	6/29/2016	Dispatched	0000000196	WEST PUBLISHING CORP	1	West Publishing provide	2015	28420.240	6148.890	22271.350	N
8860	0000000361	9/2/2015	6/29/2016	Dispatched	0000000196	WEST PUBLISHING CORP	2	Per FSCU & Admin budg	2015	-2800.000	-2800.000	0.000	N
8860	0000000361	9/2/2015	6/29/2016	Dispatched	0000000196	WEST PUBLISHING CORP	3	Adding line item to fina	2015	-1839.060	-1839.060	0.000	N
8860	0000000362	9/2/2015	6/29/2016	Dispatched	0000009571	BENDER ROSENTHAL	1	Valuation services for R	2015	100000.000	90545.000	9455.000	N
8860	0000000362	9/2/2015	6/29/2016	Dispatched	0000009571	BENDER ROSENTHAL	2	Per FSCU & Admin budg	2015	-85000.000	-85000.000	0.000	N

Encumbrance Status Report

- Format the Encumbrance Status Report to display sub-totals for each Purchase Order (PO)
- Review PO balances. Work with the Department PO Buyer to reconcile PO's to source documents and close PO's.
- Closing a PO and running budget check will release the Encumbrance.
- Refer to FI$Cal **PO** Job Aid, FI$Cal.243 –Closing a Purchase Order (PO) to Release Encumbrance Balances 1.0 for instructions on how to close a PO

Encumbrance Status Report

The formatted report below shows PO No. 0000000792 has a "Remaining Enc" amount of $0.01. The Department PO Buyer will close the PO by releasing the encumbrance balance, and doing a budget check to release the unencumbered balance in the PO module. Refer to PO Job Aid FI$Cal.243 for instructions.



BU	PO No.	PO Date	Acctg Date	PO Status	Supplier	Supplier	Line	Line Item Description	ENY	Enc Amount	Remaining Enc	Expensed Amount	Min Finalized
8860	0000000779	7/21/2016	7/21/2016	Dispatched	0000009544	AMERITEL INC	1	Service Locations:Departmen	2016	4999.99	**4929.99**	70.00	N
8860	0000000780	7/21/2016	7/21/2016	Dispatched	0000000071	AMERICAN INSTITUTE O	1	AICPA Subscriptions (Watt, G	2016	480.00	**480.00**	0.00	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS	1	Full service maintenance for	2016	1479.60	1189.51	290.09	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS	2	Estimates overages @ $.077	2016	900.00	771.74	128.26	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS	3	Estimated B/W copies, billed	2016	945.00	945.00	0.00	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS	4	Estimated sale tax	2016	70.68	70.68	0.00	N
											2976.93		
8860	0000000784	7/26/2016	7/26/2016	Dispatched	DEPT180000	OFFICE OF STATE PUBLIS	1	State of California Cameo2-S	2016	60.00	**60.00**	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	1	Speck iPhone 6S Case - Black	2016	27.98	27.98	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	2	iPhone 6S Case,Moona Shel	2016	19.90	19.90	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	3	Shipping & Tax	2016	14.31	14.31	0.00	N
											62.19		
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	1	Smead labels 0-9,10 RL	2016	225.21	0.00	225.21	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	2	Label foldeR end tab D	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	3	label folder end tab F-BE	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	4	label folder end tab O-BE	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	5	Smead Classification folders	2016	482.39	0.01	482.38	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	6	Label folder end tab R-BN	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	7	Year end labels 2018	2016	10.87	0.00	10.87	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	8	Office Supply 4.7GB DVD-R,	2016	14.27	0.00	14.27	N
											0.01		

Encumbrance Status Report

- To avoid having to close PO’s with remaining encumbrance balance of a few cents, the AP Processor can finalize the PO in the AP module.
- When the supplier has issued the last invoice to be billed against a PO, the AP Processor will copy the designated PO lines (with receipts) to a voucher and finalize the lines that are copied over. This will trigger the PO module to close the PO.
- Refer to FI$Cal Job Aid: FI$Cal.241 - Finalize the PO lines while creating a final Voucher 2.0 for instructions.

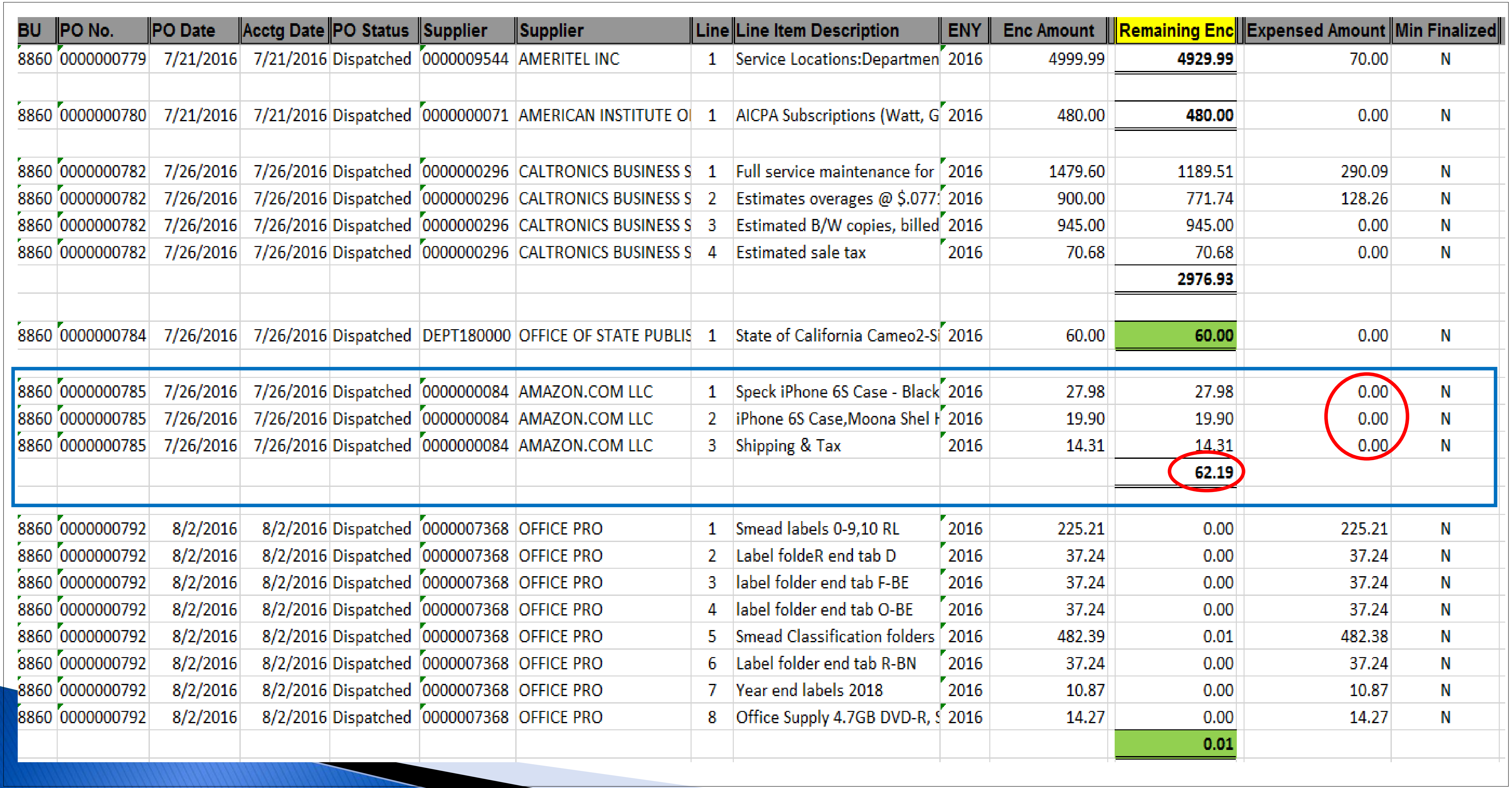
Encumbrance Status Report

Examples of PO’s that Department PO Buyer may need to close in the PO module:

- PO’s created for expenditures paid via Direct Transfers from SCO Journal Entry (JE), the PO Buyer will check if the POs need to be closed. For example, a SCO JE and an Invoice received for Business Cards purchased from Office of State Publishing.
- POs created for any P-Card transactions. The PO Buyer will need to communicate with the AP Processor when the statement have been approved and if vouchers have been created. For example, the query is showing you for PO No. 0000000785 – Amazon.com LLC, the Remaining Encumbrance amount is $62.19, and zero for the Expensed amount. If a voucher was created for the PO, the Buyer will close the PO and release the encumbrance balance . See page 10 Item 2.
- Invoices paid outside of FI$Cal via a claim schedule with linked PO’s. The PO Buyer will close the PO’s.

Formatted Encumbrance Status Report

2



BU	PO No.	PO Date	Acctg Date	PO Status	Supplier	Supplier	Line	Line Item Description	ENY	Enc Amount	Remaining Enc	Expensed Amount	Min Finalized
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8860	0000000780	7/21/2016	7/21/2016	Dispatched	0000000071	AMERICAN INSTITUTE O	1	AICPA Subscriptions (Watt, G	2016	480.00	**480.00**	0.00	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS S	1	Full service maintenance for	2016	1479.60	1189.51	290.09	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS S	2	Estimates overages @ $.077	2016	900.00	771.74	128.26	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS S	3	Estimated B/W copies, billed	2016	945.00	945.00	0.00	N
8860	0000000782	7/26/2016	7/26/2016	Dispatched	0000000296	CALTRONICS BUSINESS S	4	Estimated sale tax	2016	70.68	70.68	0.00	N
											2976.93		
8860	0000000784	7/26/2016	7/26/2016	Dispatched	DEPT180000	OFFICE OF STATE PUBLIS	1	State of California Cameo2-Si	2016	60.00	**60.00**	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	1	Speck iPhone 6S Case - Black	2016	27.98	27.98	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	2	iPhone 6S Case,Moona Shel	2016	19.90	19.90	0.00	N
8860	0000000785	7/26/2016	7/26/2016	Dispatched	0000000084	AMAZON.COM LLC	3	Shipping & Tax	2016	14.31	14.31	0.00	N
											62.19		
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	1	Smead labels 0-9,10 RL	2016	225.21	0.00	225.21	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	2	Label foldeR end tab D	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	3	label folder end tab F-BE	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	4	label folder end tab O-BE	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	5	Smead Classification folders	2016	482.39	0.01	482.38	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	6	Label folder end tab R-BN	2016	37.24	0.00	37.24	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	7	Year end labels 2018	2016	10.87	0.00	10.87	N
8860	0000000792	8/2/2016	8/2/2016	Dispatched	0000007368	OFFICE PRO	8	Office Supply 4.7GB DVD-R,	2016	14.27	0.00	14.27	N
											0.01		

Encumbrance Reports

- Encumbrance Status Report
  - **ZZ_Encumbrance_Status_AP**

ORF Reconciliation

ORF Reconciliation

This segment will cover:

- Journal Entries
- Query
  - ZZ_AP_Acct_Entries_Sent_to_GL
- Reports
  - ZGL111- Trial balance by period
  - GLS7002- General Ledger Activity
- Reconciliation
- FI$CAL job aid 151 2.0

ORF Journal Entries:

VOUCHER AND CASH RECLASS				
i.	Expense Advances (ORF)			
		DR	1301100	Expense Advances
		CR	2000000	Accounts Payable
ii.	Cash Reclass			
		DR	2000000	Accounts Payable
		CR	1109200	Pending Cash Transfers-AP
		DR	1109200	Pending Cash Transfers-AP
		CR	1101200	Revolving Fund Cash

Voucher Creation

System Generated

ORF Journal Entries (continued)

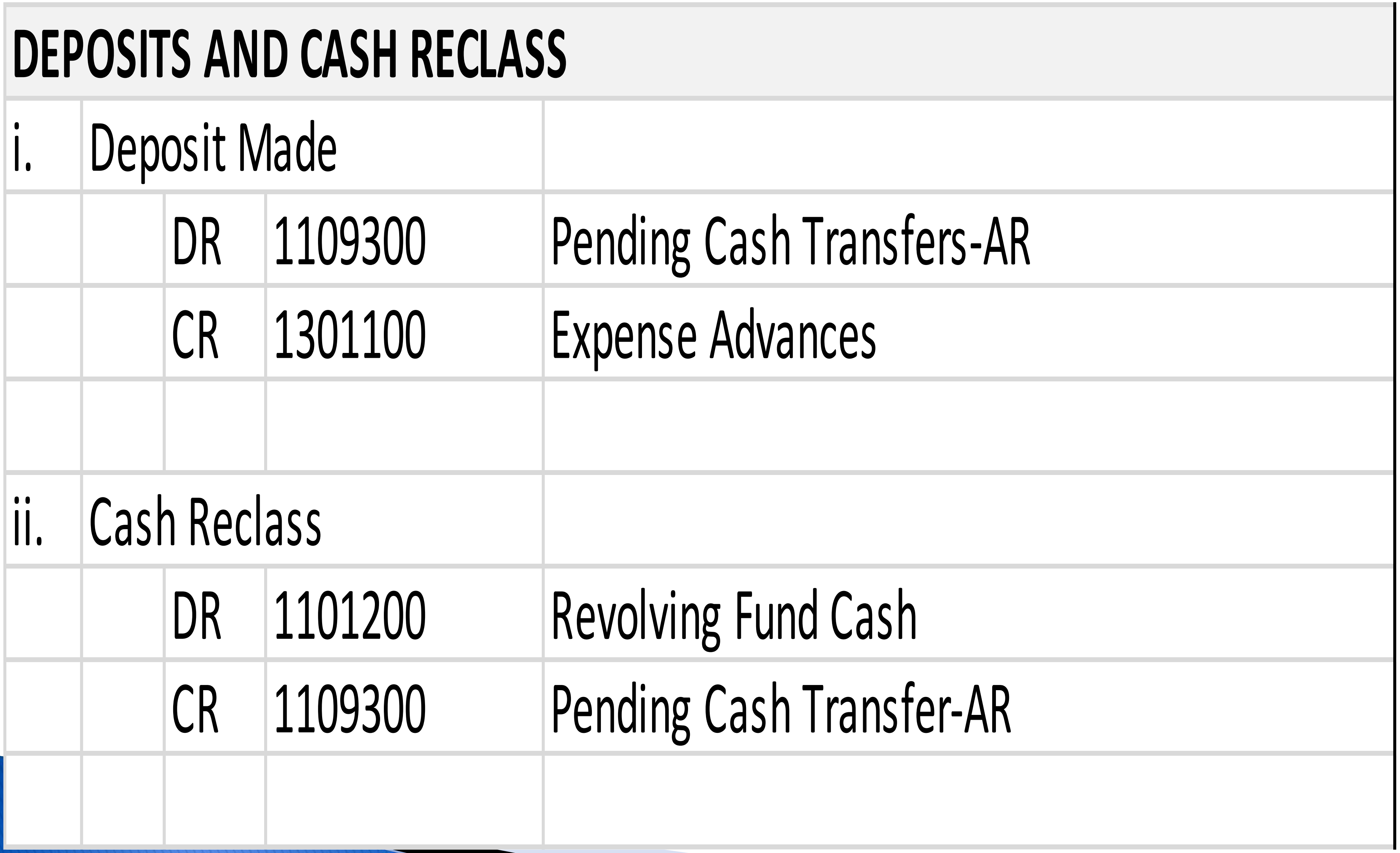
VOUCHER REPLENISHMENT				
i.	JE Replenishment			
		DR	2000000	Accounts Payable
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1109200	Pending Cash Transfers-AP
		CR	2000000	Accounts Payable
		DR	1101200	Revolving Fund Cash
		CR	1109200	Pending Cash Transfers-AP

Voucher Creation

System Generated

SCO generated replenishment

ORF Journal Entries (continued)

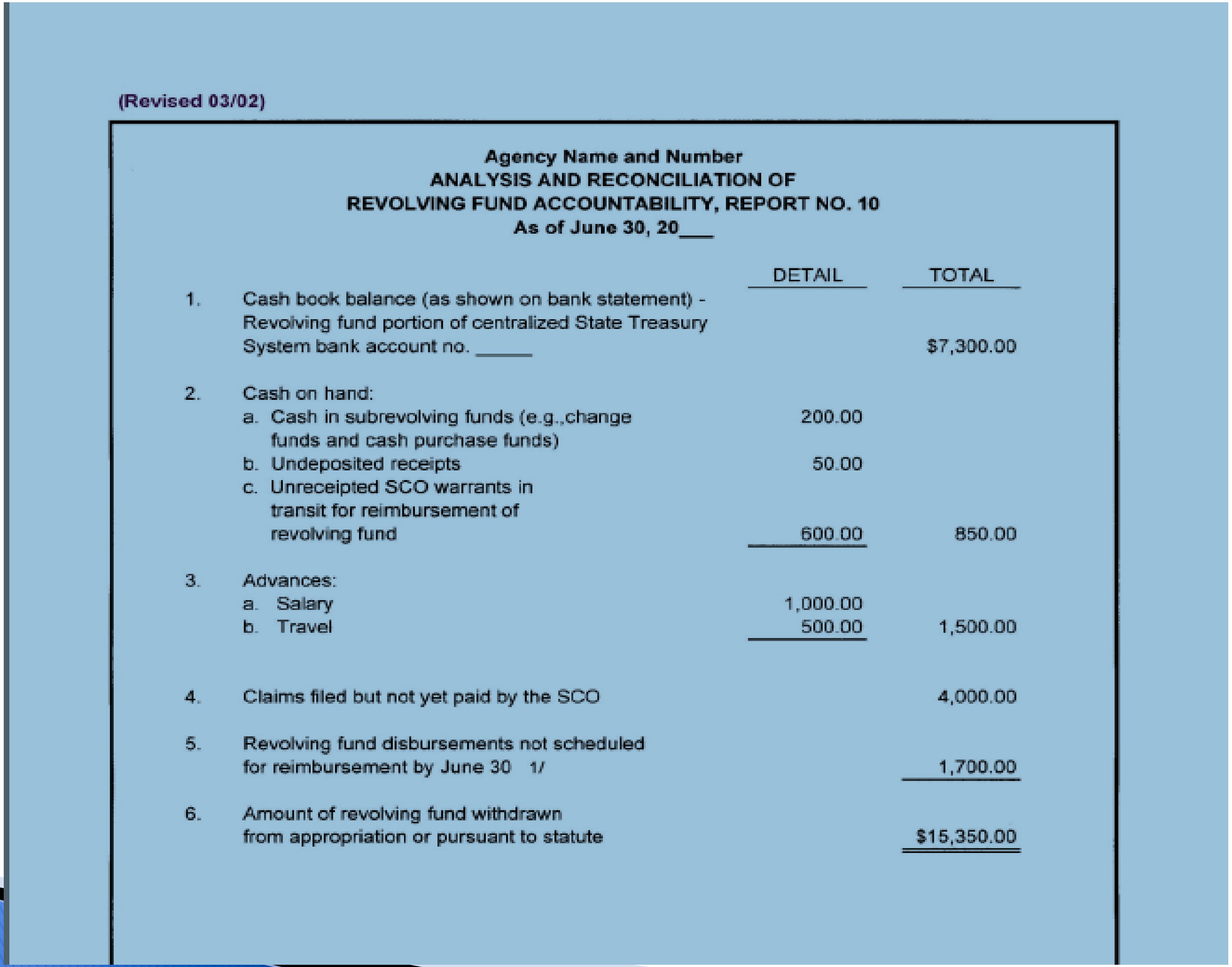


DEPOSITS AND CASH RECLASS				
i.	Deposit Made			
		DR	1109300	Pending Cash Transfers-AR
		CR	1301100	Expense Advances
ii.	Cash Reclass			
		DR	1101200	Revolving Fund Cash
		CR	1109300	Pending Cash Transfer-AR

Deposit Creation

System Generated

ORF Reconciliation per SAM section 7965

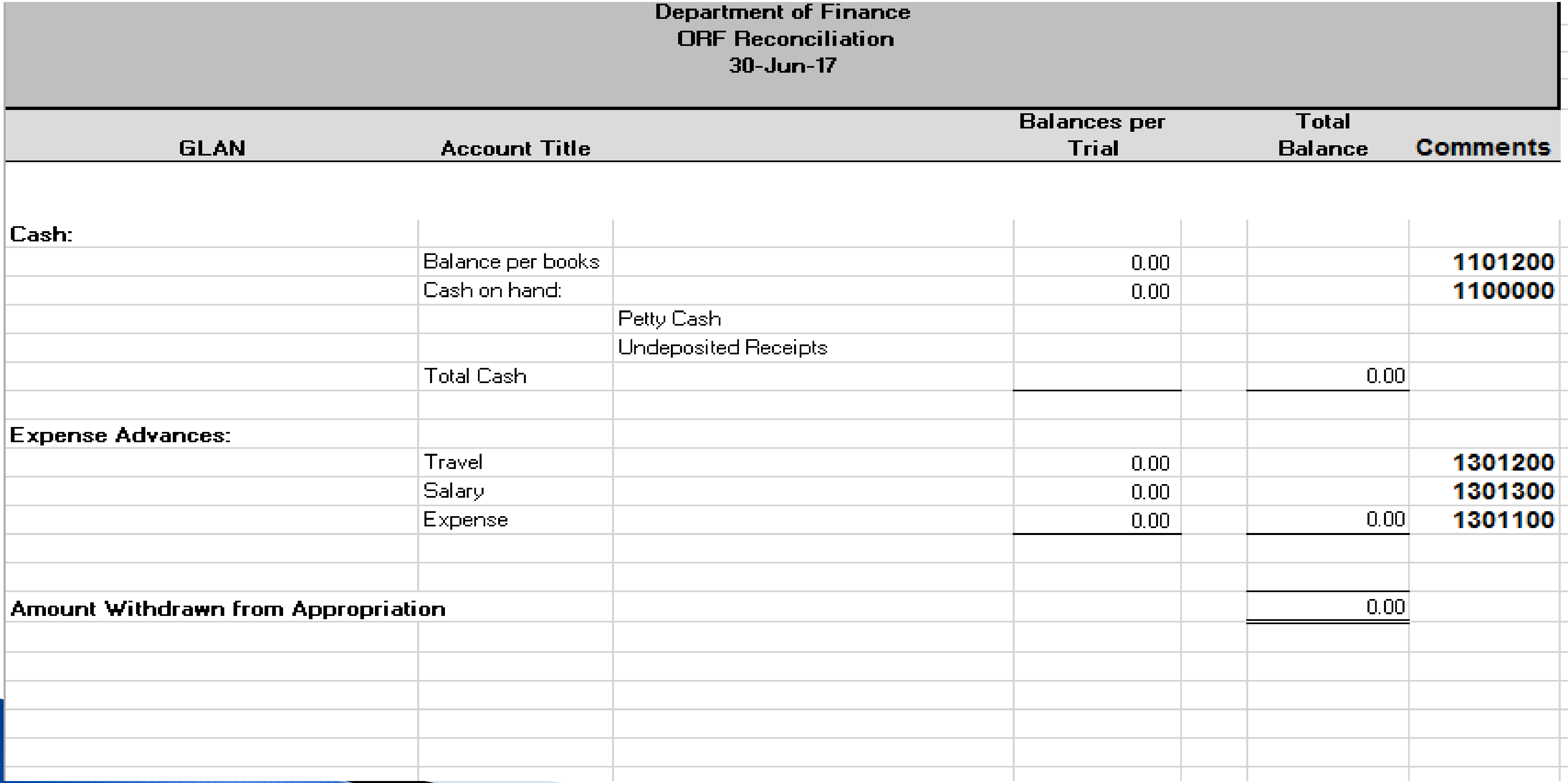


(Revised 03/02)

Agency Name and Number
ANALYSIS AND RECONCILIATION OF
REVOLVING FUND ACCOUNTABILITY, REPORT NO. 10
As of June 30, 20___

		DETAIL	TOTAL
1.	Cash book balance (as shown on bank statement) - Revolving fund portion of centralized State Treasury System bank account no. _____		$7,300.00
2.	Cash on hand:		
	a. Cash in subrevolving funds (e.g.,change funds and cash purchase funds)	200.00	
	b. Undeposited receipts	50.00	
	c. Unreceipted SCO warrants in transit for reimbursement of revolving fund	600.00	850.00
3.	Advances:		
	a. Salary	1,000.00	
	b. Travel	500.00	1,500.00
4.	Claims filed but not yet paid by the SCO		4,000.00
5.	Revolving fund disbursements not scheduled for reimbursement by June 30 1/		1,700.00
6.	Amount of revolving fund withdrawn from appropriation or pursuant to statute		$15,350.00

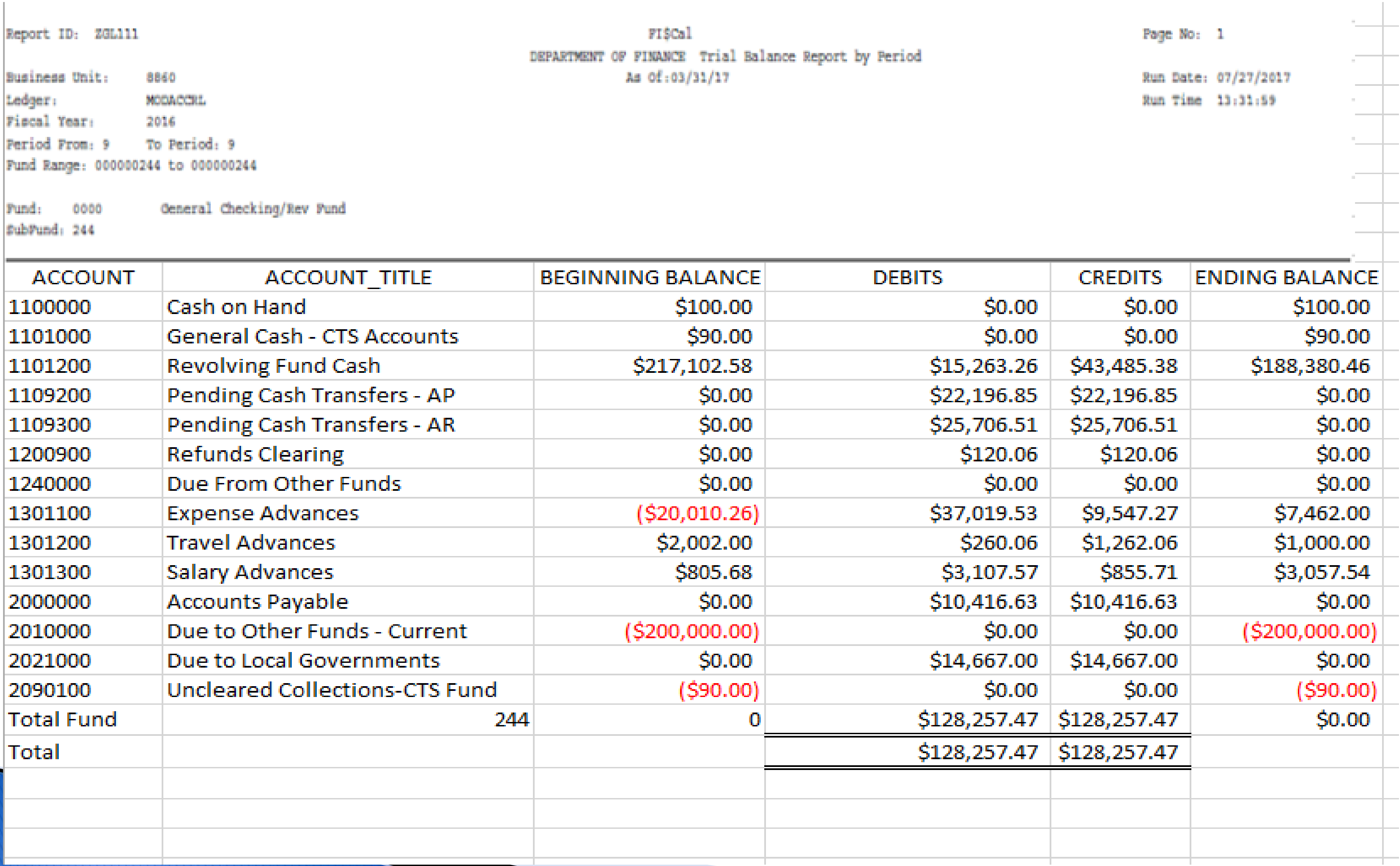
Sample ORF Reconciliation



Department of Finance
ORF Reconciliation
30-Jun-17

GLAN	Account Title		Balances per Trial	Total Balance	Comments
Cash:					
	Balance per books		0.00		**1101200**
	Cash on hand:		0.00		**1100000**
		Petty Cash			
		Undeposited Receipts			
	Total Cash			0.00	
Expense Advances:					
	Travel		0.00		**1301200**
	Salary		0.00		**1301300**
	Expense		0.00	0.00	**1301100**
Amount Withdrawn from Appropriation				0.00	

Main Menu › FI$Cal Processes › FI$Cal Report › GL Reports › Trial Balance Report by Period

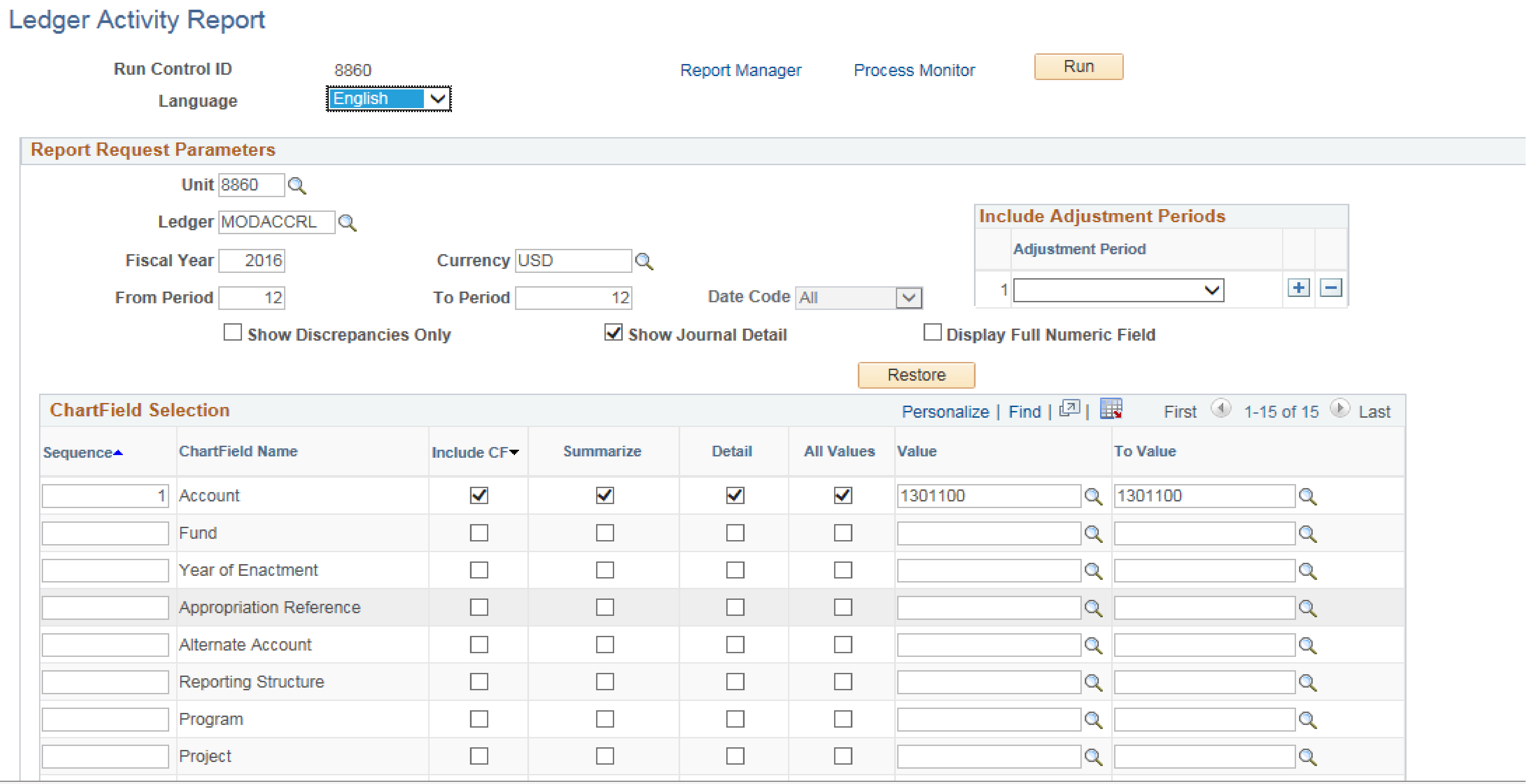


```
Report ID:  ZGL111                              FI$Cal                                    Page No:  1
                                 DEPARTMENT OF FINANCE  Trial Balance Report by Period
Business Unit:    8860                          As Of:03/31/17                            Run Date: 07/27/2017
Ledger:           MODACCRL                                                                Run Time  13:31:59
Fiscal Year:      2016
Period From: 9    To Period: 9
Fund Range: 000000244 to 000000244

Fund:    0000       General Checking/Rev Fund
SubFund: 244
```

ACCOUNT	ACCOUNT_TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$100.00	$0.00	$0.00	$100.00
1101000	General Cash - CTS Accounts	$90.00	$0.00	$0.00	$90.00
1101200	Revolving Fund Cash	$217,102.58	$15,263.26	$43,485.38	$188,380.46
1109200	Pending Cash Transfers - AP	$0.00	$22,196.85	$22,196.85	$0.00
1109300	Pending Cash Transfers - AR	$0.00	$25,706.51	$25,706.51	$0.00
1200900	Refunds Clearing	$0.00	$120.06	$120.06	$0.00
1240000	Due From Other Funds	$0.00	$0.00	$0.00	$0.00
1301100	Expense Advances	($20,010.26)	$37,019.53	$9,547.27	$7,462.00
1301200	Travel Advances	$2,002.00	$260.06	$1,262.06	$1,000.00
1301300	Salary Advances	$805.68	$3,107.57	$855.71	$3,057.54
2000000	Accounts Payable	$0.00	$10,416.63	$10,416.63	$0.00
2010000	Due to Other Funds - Current	($200,000.00)	$0.00	$0.00	($200,000.00)
2021000	Due to Local Governments	$0.00	$14,667.00	$14,667.00	$0.00
2090100	Uncleared Collections-CTS Fund	($90.00)	$0.00	$0.00	($90.00)
Total Fund	244	0	$128,257.47	$128,257.47	$0.00
Total			$128,257.47	$128,257.47	

Main Menu > General Ledger > General Reports > Ledger Activity



Ledger Activity Report

Run Control ID 8860

Language English

Report Manager
Process Monitor
Run

Report Request Parameters

Unit 8860

Ledger MODACCRL

Fiscal Year 2016

Currency USD

From Period 12

To Period 12

Date Code All

☐ Show Discrepancies Only

☑ Show Journal Detail

☐ Display Full Numeric Field

Include Adjustment Periods

	Adjustment Period
1	

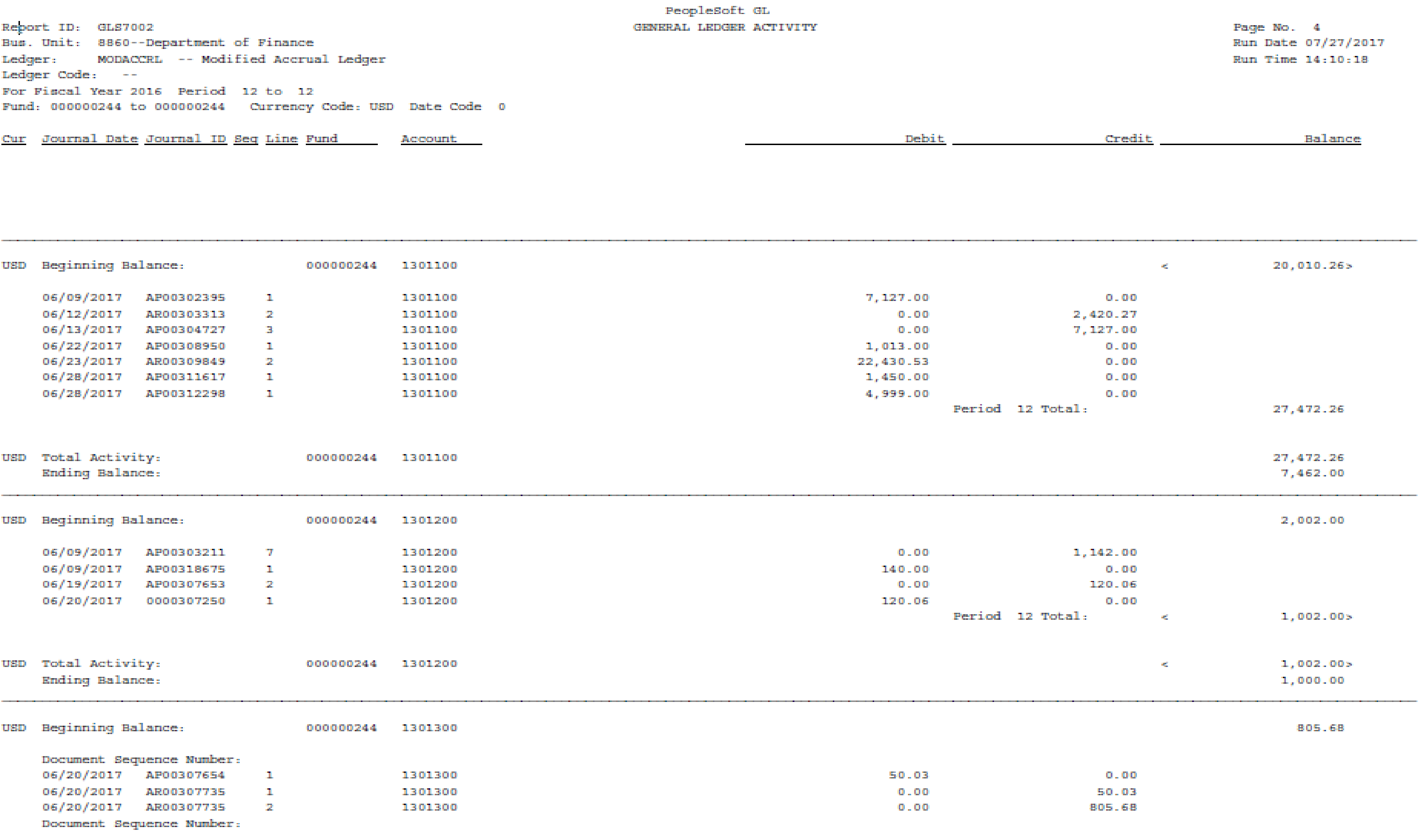
Restore

ChartField Selection

Personalize | Find | First 1-15 of 15 Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Account	☑	☑	☑	☑	1301100	1301100
	Fund	☐	☐	☐	☐		
	Year of Enactment	☐	☐	☐	☐		
	Appropriation Reference	☐	☐	☐	☐		
	Alternate Account	☐	☐	☐	☐		
	Reporting Structure	☐	☐	☐	☐		
	Program	☐	☐	☐	☐		
	Project	☐	☐	☐	☐		

Main Menu > General Ledger > General Reports > Ledger Activity



```
                                                                                  PeopleSoft GL
Report ID:  GLS7002                                                           GENERAL LEDGER ACTIVITY                                                    Page No.  4
Bus. Unit:  8860--Department of Finance                                                                                                                  Run Date 07/27/2017
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                                                         Run Time 14:10:18
Ledger Code:   --
For Fiscal Year 2016  Period  12 to  12
Fund: 000000244 to 000000244   Currency Code: USD  Date Code  0

Cur  Journal Date Journal ID Seq Line Fund        Account                                                       Debit                    Credit                   Balance




-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244  1301100                                                                                       <             20,010.26>

     06/09/2017   AP00302395     1                1301100                                                  7,127.00                      0.00
     06/12/2017   AR00303313     2                1301100                                                      0.00                  2,420.27
     06/13/2017   AP00304727     3                1301100                                                      0.00                  7,127.00
     06/22/2017   AP00308950     1                1301100                                                  1,013.00                      0.00
     06/23/2017   AR00309849     2                1301100                                                 22,430.53                      0.00
     06/28/2017   AP00311617     1                1301100                                                  1,450.00                      0.00
     06/28/2017   AP00312298     1                1301100                                                  4,999.00                      0.00
                                                                                                                      Period  12 Total:                       27,472.26


USD  Total Activity:                  000000244  1301100                                                                                                      27,472.26
     Ending Balance:                                                                                                                                           7,462.00
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244  1301200                                                                                                       2,002.00

     06/09/2017   AP00303211     7                1301200                                                      0.00                  1,142.00
     06/09/2017   AP00318675     1                1301200                                                    140.00                      0.00
     06/19/2017   AP00307653     2                1301200                                                      0.00                    120.06
     06/20/2017   0000307250     1                1301200                                                    120.06                      0.00
                                                                                                                      Period  12 Total:         <              1,002.00>


USD  Total Activity:                  000000244  1301200                                                                                       <              1,002.00>
     Ending Balance:                                                                                                                                           1,000.00
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:               000000244  1301300                                                                                                         805.68

     Document Sequence Number:
     06/20/2017   AP00307654     1                1301300                                                     50.03                      0.00
     06/20/2017   AR00307735     1                1301300                                                      0.00                     50.03
     06/20/2017   AR00307735     2                1301300                                                      0.00                    805.68
     Document Sequence Number:
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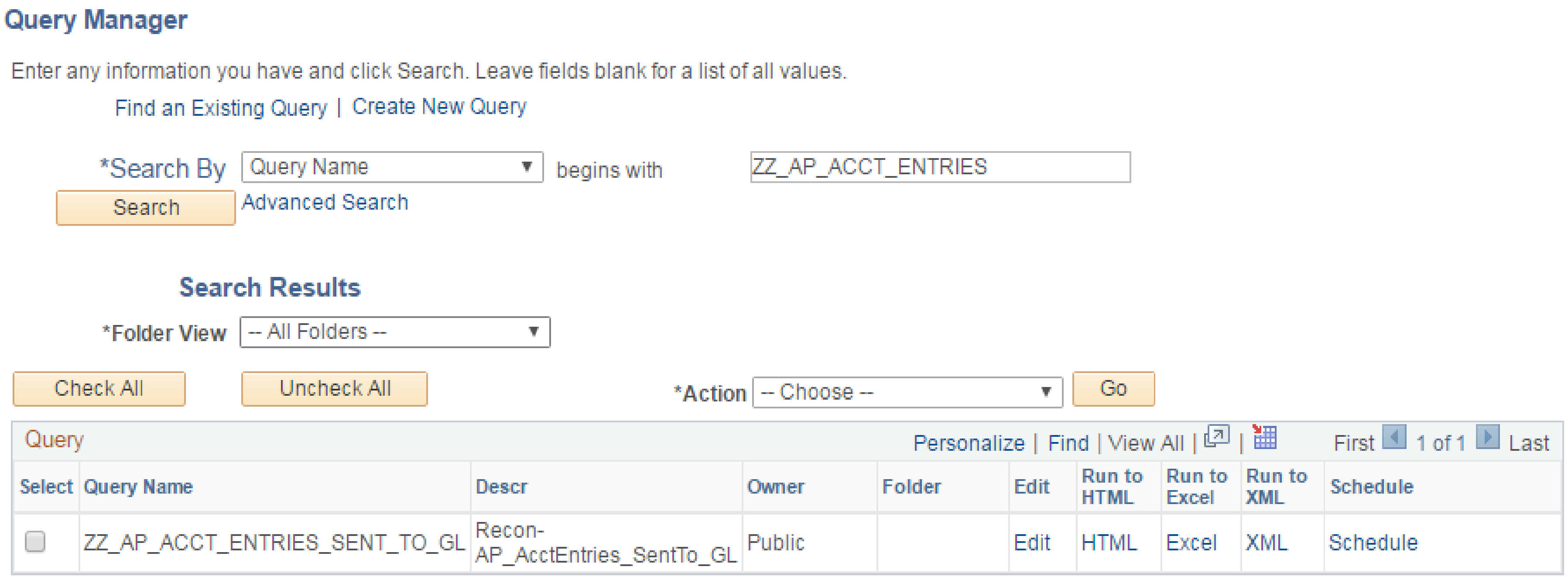
Main Menu > Reporting Tools > Query > Query Manager



Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

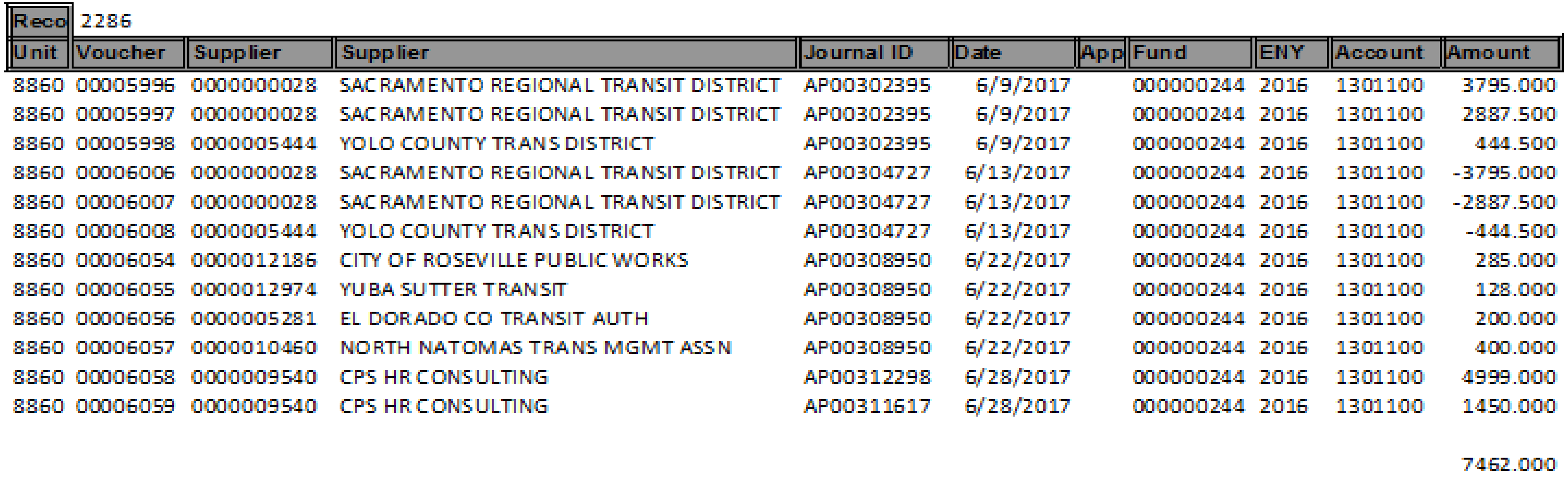
Find an Existing Query | Create New Query

*Search By: Query Name begins with ZZ_AP_ACCT_ENTRIES

Search Results

*Folder View: -- All Folders --

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
☐	ZZ_AP_ACCT_ENTRIES_SENT_TO_GL	Recon-AP_AcctEntries_SentTo_GL	Public		Edit	HTML	Excel	XML	Schedule



Reco 2286

Unit	Voucher	Supplier	Supplier	Journal ID	Date	App	Fund	ENY	Account	Amount
8860	00005996	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT	AP00302395	6/9/2017		000000244	2016	1301100	3795.000
8860	00005997	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT	AP00302395	6/9/2017		000000244	2016	1301100	2887.500
8860	00005998	0000005444	YOLO COUNTY TRANS DISTRICT	AP00302395	6/9/2017		000000244	2016	1301100	444.500
8860	00006006	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT	AP00304727	6/13/2017		000000244	2016	1301100	-3795.000
8860	00006007	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT	AP00304727	6/13/2017		000000244	2016	1301100	-2887.500
8860	00006008	0000005444	YOLO COUNTY TRANS DISTRICT	AP00304727	6/13/2017		000000244	2016	1301100	-444.500
8860	00006054	0000012186	CITY OF ROSEVILLE PUBLIC WORKS	AP00308950	6/22/2017		000000244	2016	1301100	285.000
8860	00006055	0000012974	YUBA SUTTER TRANSIT	AP00308950	6/22/2017		000000244	2016	1301100	128.000
8860	00006056	0000005281	EL DORADO CO TRANSIT AUTH	AP00308950	6/22/2017		000000244	2016	1301100	200.000
8860	00006057	0000010460	NORTH NATOMAS TRANS MGMT ASSN	AP00308950	6/22/2017		000000244	2016	1301100	400.000
8860	00006058	0000009540	CPS HR CONSULTING	AP00312298	6/28/2017		000000244	2016	1301100	4999.000
8860	00006059	0000009540	CPS HR CONSULTING	AP00311617	6/28/2017		000000244	2016	1301100	1450.000
										7462.000

Questions?

Bank Reconciliation

Bank Reconciliation

This segment will cover:

- Reports
- Reconciliation
  - Use of department manual logs
    - Check, Deposit, Remittance & Claim schedule log
- Common problems for both ORF and Bank Reconciliation
- Overview of tips for both ORF and Bank Reconciliation

Bank Reconciliation General Ledger Accounts

Deposits and Remittances through the AR Module post to Account:

1109300-Pending Cash Transfer-AR

Checks issued and ORF Replenishments post to Account:

1101200-Revolving Fund Cash

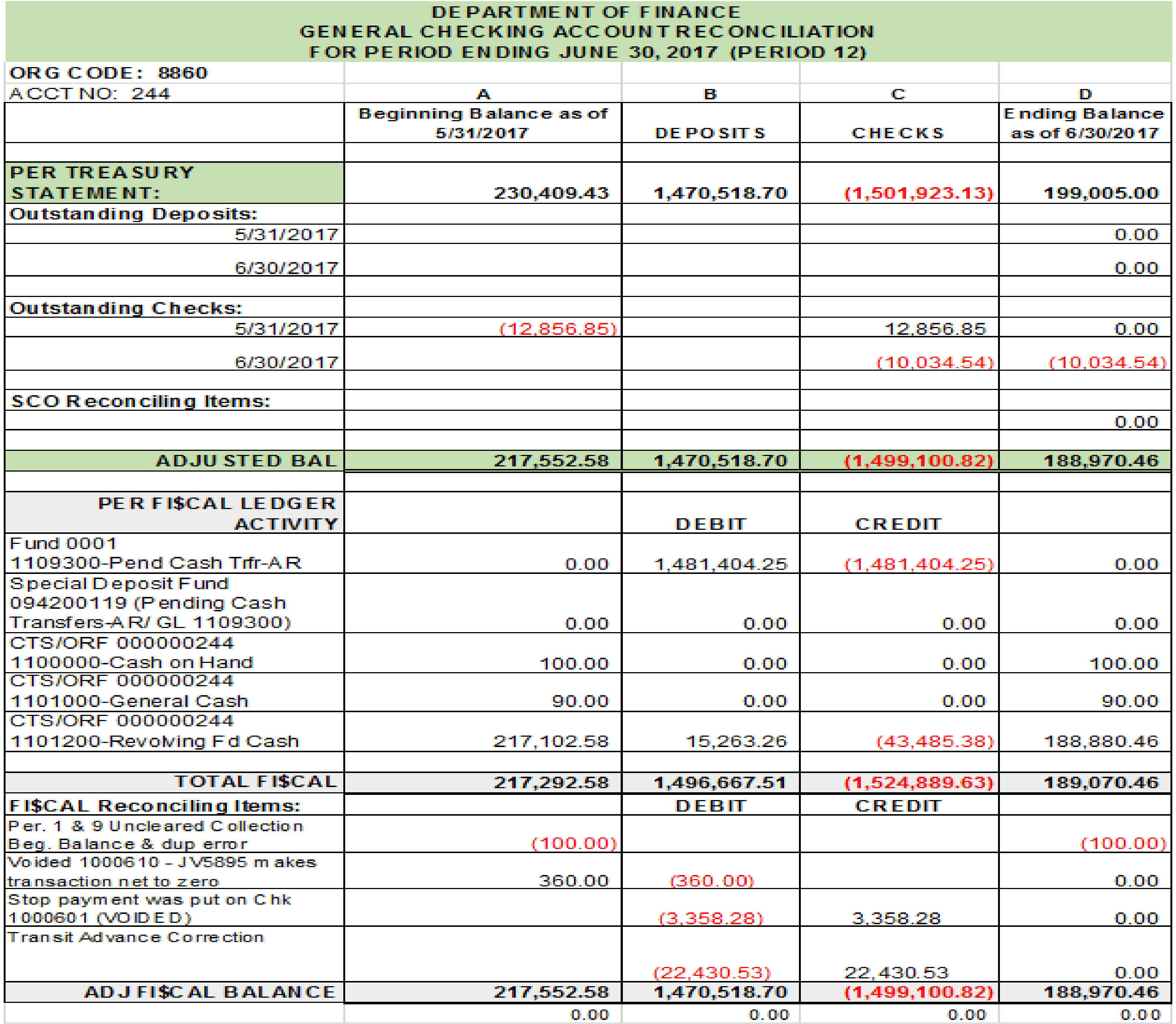
Change Funds post to Account:

1100000-Cash on Hand

Uncleared or Advance Collections post to Account:

1101000-General Cash

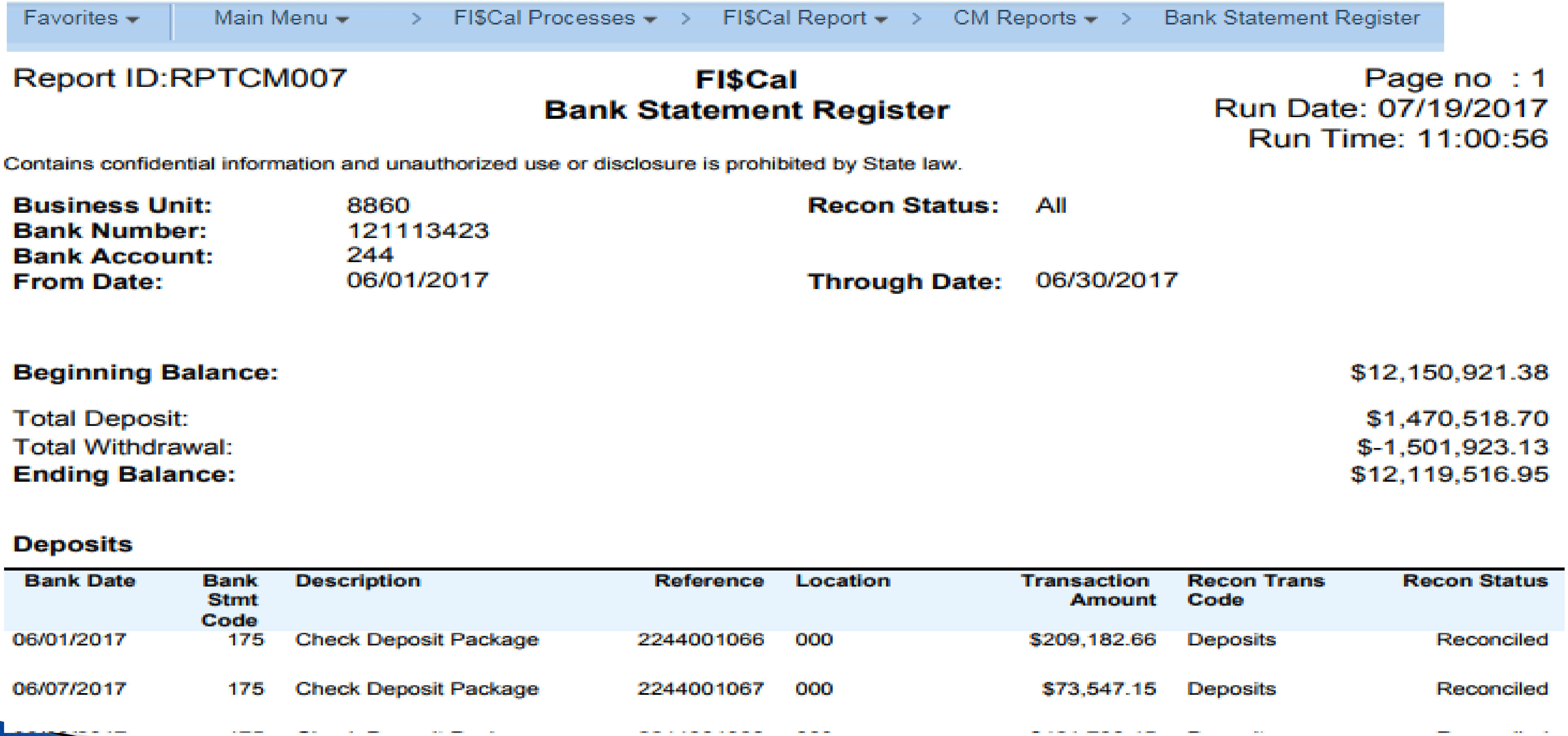
Run your Trial Balance Report for each fund receiving deposits and your CTS fund to obtain the balances in each account.



DEPARTMENT OF FINANCE
GENERAL CHECKING ACCOUNT RECONCILIATION
FOR PERIOD ENDING JUNE 30, 2017 (PERIOD 12)

ORG CODE: 8860				
ACCT NO: 244	A	B	C	D
	Beginning Balance as of 5/31/2017	DEPOSITS	CHECKS	Ending Balance as of 6/30/2017
PER TREASURY STATEMENT:	230,409.43	1,470,518.70	(1,501,923.13)	199,005.00
Outstanding Deposits:				
5/31/2017				0.00
6/30/2017				0.00
Outstanding Checks:				
5/31/2017	(12,856.85)		12,856.85	0.00
6/30/2017			(10,034.54)	(10,034.54)
SCO Reconciling Items:				
				0.00
ADJUSTED BAL	217,552.58	1,470,518.70	(1,499,100.82)	188,970.46
PER FI$CAL LEDGER ACTIVITY		DEBIT	CREDIT	
Fund 0001 1109300-Pend Cash Trfr-AR	0.00	1,481,404.25	(1,481,404.25)	0.00
Special Deposit Fund 094200119 (Pending Cash Transfers-AR/ GL 1109300)	0.00	0.00	0.00	0.00
CTS/ORF 000000244 1100000-Cash on Hand	100.00	0.00	0.00	100.00
CTS/ORF 000000244 1101000-General Cash	90.00	0.00	0.00	90.00
CTS/ORF 000000244 1101200-Revolving Fd Cash	217,102.58	15,263.26	(43,485.38)	188,880.46
TOTAL FI$CAL	217,292.58	1,496,667.51	(1,524,889.63)	189,070.46
FI$CAL Reconciling Items:		DEBIT	CREDIT	
Per. 1 & 9 Uncleared Collection Beg. Balance & dup error	(100.00)			(100.00)
Voided 1000610 - JV5895 makes transaction net to zero	360.00	(360.00)		0.00
Stop payment was put on Chk 1000601 (VOIDED)		(3,358.28)	3,358.28	0.00
Transit Advance Correction		(22,430.53)	22,430.53	0.00
ADJ FI$CAL BALANCE	217,552.58	1,470,518.70	(1,499,100.82)	188,970.46
	0.00	0.00	0.00	0.00

Bank Statement Register (Job Aid FI$Cal.154)



Report ID:RPTCM007

FI$Cal
Bank Statement Register

Page no : 1
Run Date: 07/19/2017
Run Time: 11:00:56

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

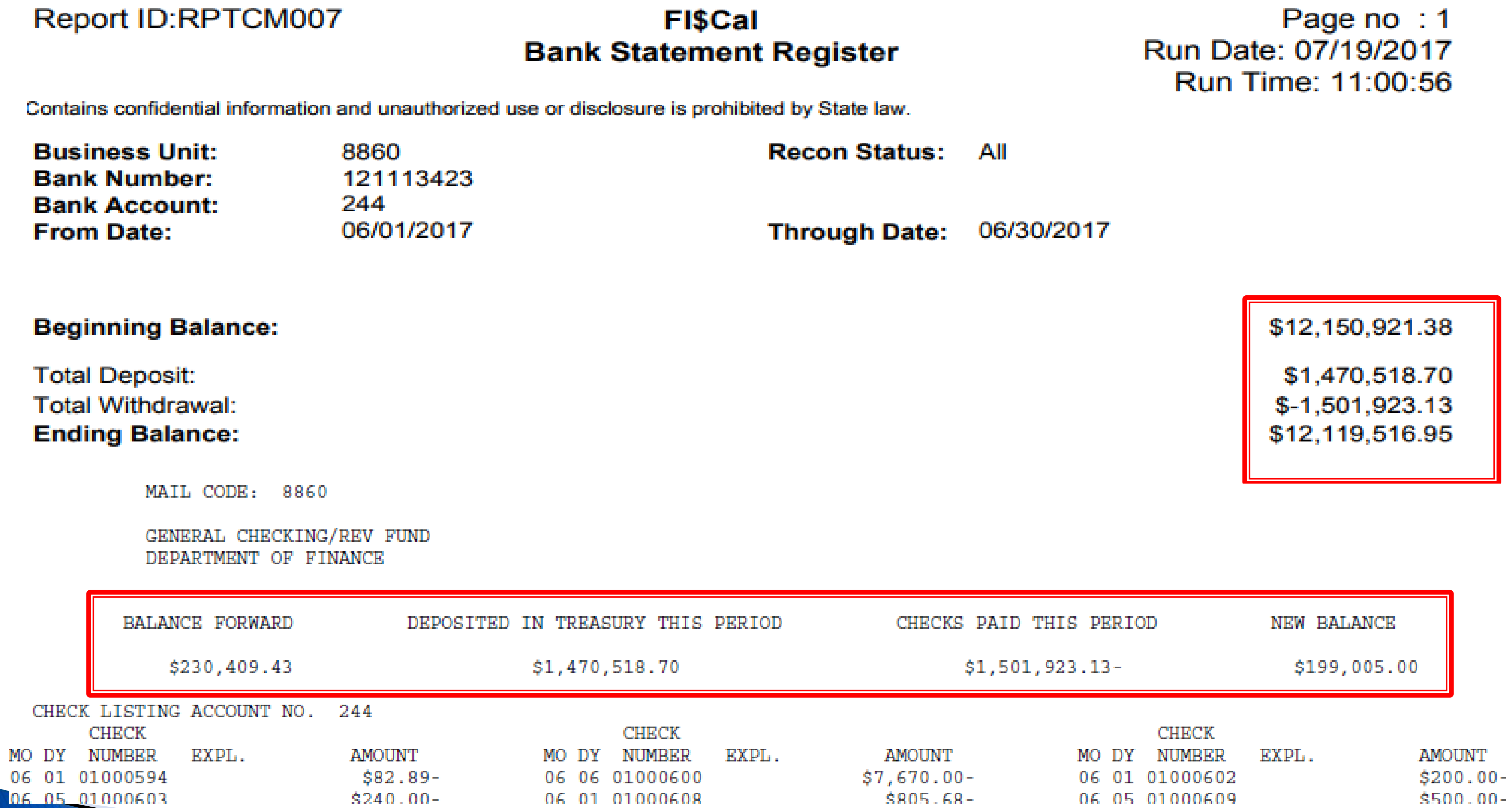
Business Unit: 8860
Bank Number: 121113423
Bank Account: 244
From Date: 06/01/2017
Recon Status: All
Through Date: 06/30/2017

Beginning Balance:	$12,150,921.38
Total Deposit:	$1,470,518.70
Total Withdrawal:	$-1,501,923.13
Ending Balance:	$12,119,516.95

Deposits

Bank Date	Bank Stmt Code	Description	Reference	Location	Transaction Amount	Recon Trans Code	Recon Status
06/01/2017	175	Check Deposit Package	2244001066	000	$209,182.66	Deposits	Reconciled
06/07/2017	175	Check Deposit Package	2244001067	000	$73,547.15	Deposits	Reconciled

*Beginning and Ending balances do not currently match SCO CTS statement. A fix is in process.



Report ID:RPTCM007

FI$Cal

Bank Statement Register

Page no : 1
Run Date: 07/19/2017
Run Time: 11:00:56

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit:	8860	**Recon Status:**	All
Bank Number:	121113423		
Bank Account:	244		
From Date:	06/01/2017	**Through Date:**	06/30/2017

Beginning Balance:	$12,150,921.38
Total Deposit:	$1,470,518.70
Total Withdrawal:	$-1,501,923.13
Ending Balance:	$12,119,516.95

MAIL CODE: 8860

GENERAL CHECKING/REV FUND
DEPARTMENT OF FINANCE

BALANCE FORWARD	DEPOSITED IN TREASURY THIS PERIOD	CHECKS PAID THIS PERIOD	NEW BALANCE
$230,409.43	$1,470,518.70	$1,501,923.13-	$199,005.00

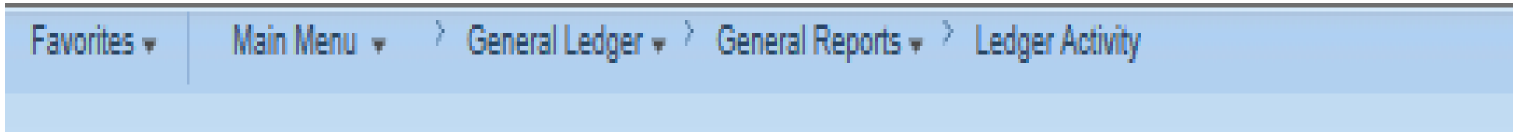
CHECK LISTING ACCOUNT NO. 244

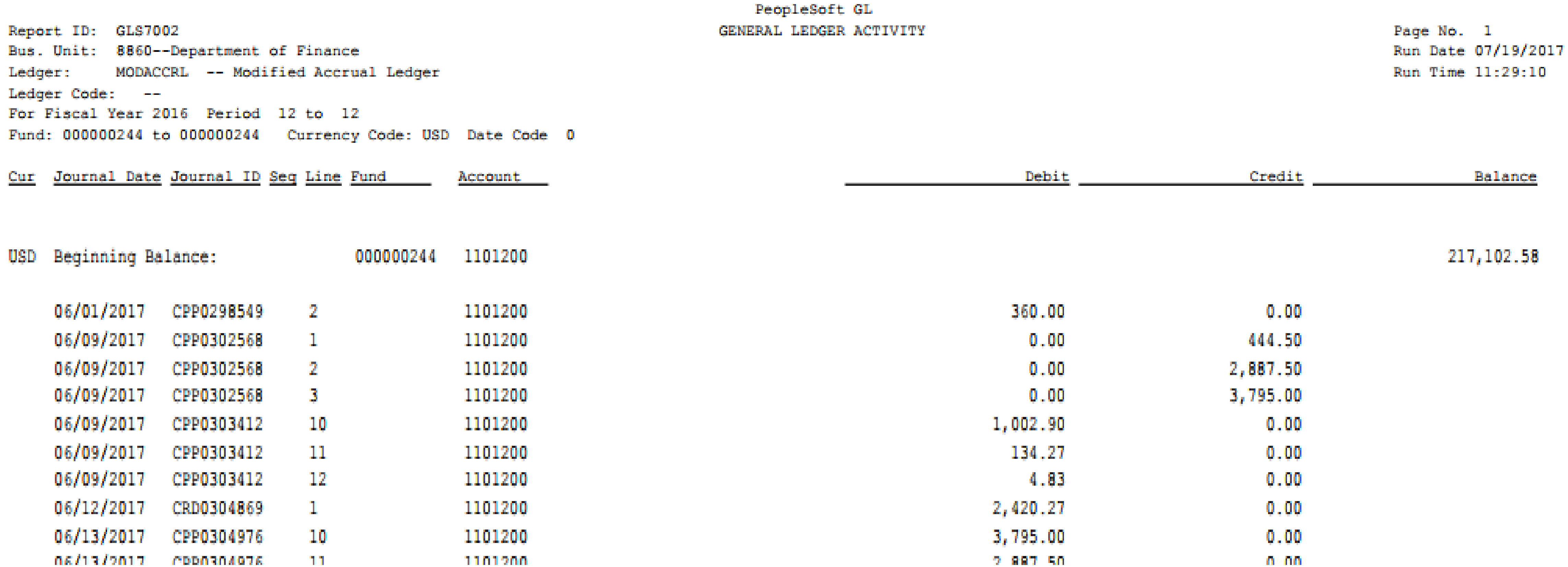
MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT	MO	DY	CHECK NUMBER	EXPL.	AMOUNT
06	01	01000594		$82.89-	06	06	01000600		$7,670.00-	06	01	01000602		$200.00-
06	05	01000603		$240.00-	06	01	01000608		$805.68-	06	05	01000609		$500.00-

Manual Logs

- Check Log
- Deposit Log
- Remittance Log
- Claim Schedule Log

General Ledger Activity Report



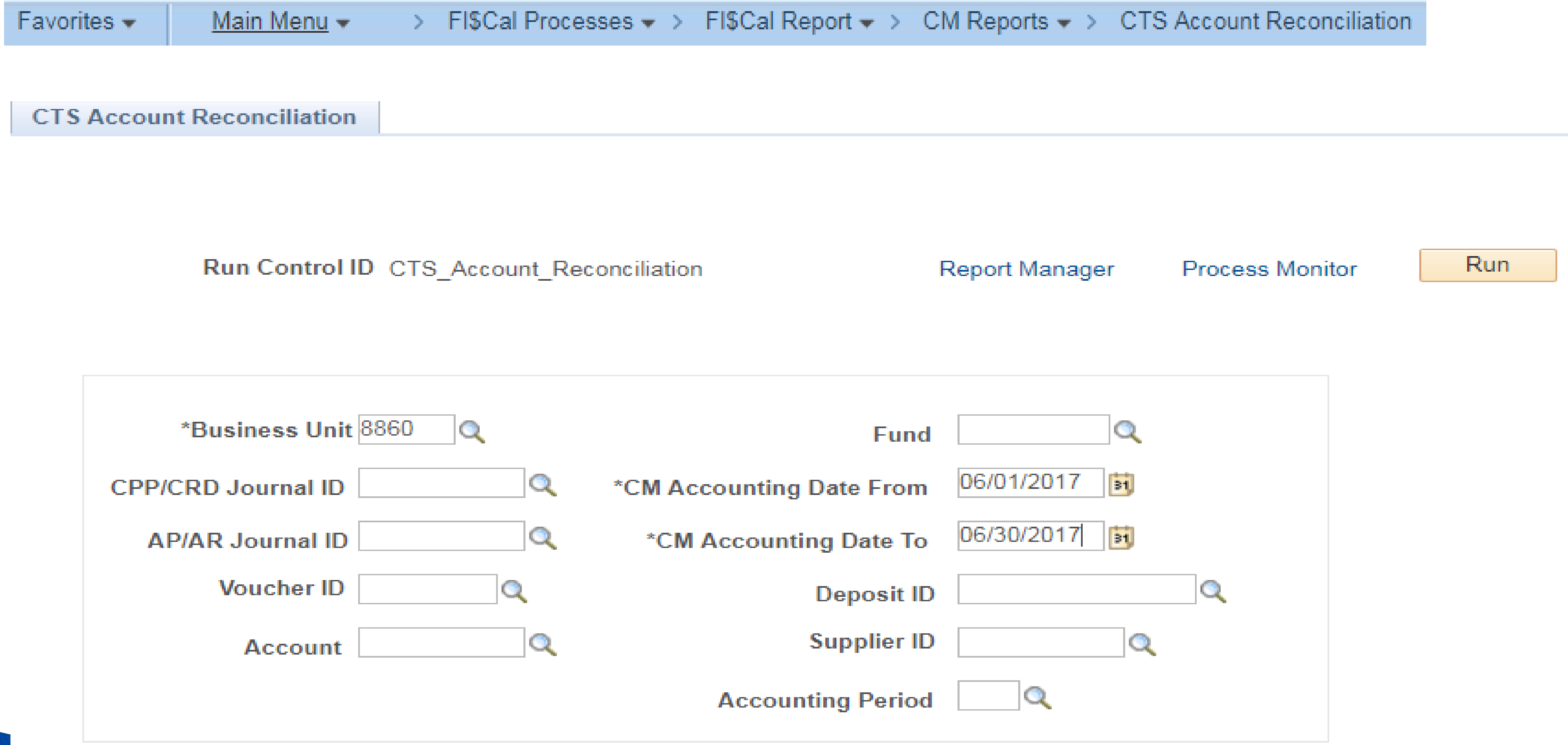


```
                                                        PeopleSoft GL
Report ID:  GLS7002                                 GENERAL LEDGER ACTIVITY                                        Page No.   1
Bus. Unit:  8860--Department of Finance                                                                            Run Date 07/19/2017
Ledger:     MODACCRL  -- Modified Accrual Ledger                                                                   Run Time 11:29:10
Ledger Code:   --
For Fiscal Year 2016  Period  12 to  12
Fund: 000000244 to 000000244   Currency Code: USD  Date Code  0

Cur  Journal Date Journal ID Seq Line Fund       Account                                 Debit            Credit           Balance


USD  Beginning Balance:             000000244   1101200                                                                  217,102.58

     06/01/2017   CPP0298549    2               1101200                                 360.00             0.00
     06/09/2017   CPP0302568    1               1101200                                   0.00           444.50
     06/09/2017   CPP0302568    2               1101200                                   0.00         2,887.50
     06/09/2017   CPP0302568    3               1101200                                   0.00         3,795.00
     06/09/2017   CPP0303412   10               1101200                               1,002.90             0.00
     06/09/2017   CPP0303412   11               1101200                                 134.27             0.00
     06/09/2017   CPP0303412   12               1101200                                   4.83             0.00
     06/12/2017   CRD0304869    1               1101200                               2,420.27             0.00
     06/13/2017   CPP0304976   10               1101200                               3,795.00             0.00
     06/13/2017   CPP0304976   11               1101200                               2,887.50             0.00
```


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
CM Reports
CTS Account Reconciliation
Report Manager
Process Monitor
Run

CTS Account Reconciliation

Run Control ID CTS_Account_Reconciliation

*Business Unit 8860

Fund

CPP/CRD Journal ID

*CM Accounting Date From 06/01/2017

AP/AR Journal ID

*CM Accounting Date To 06/30/2017

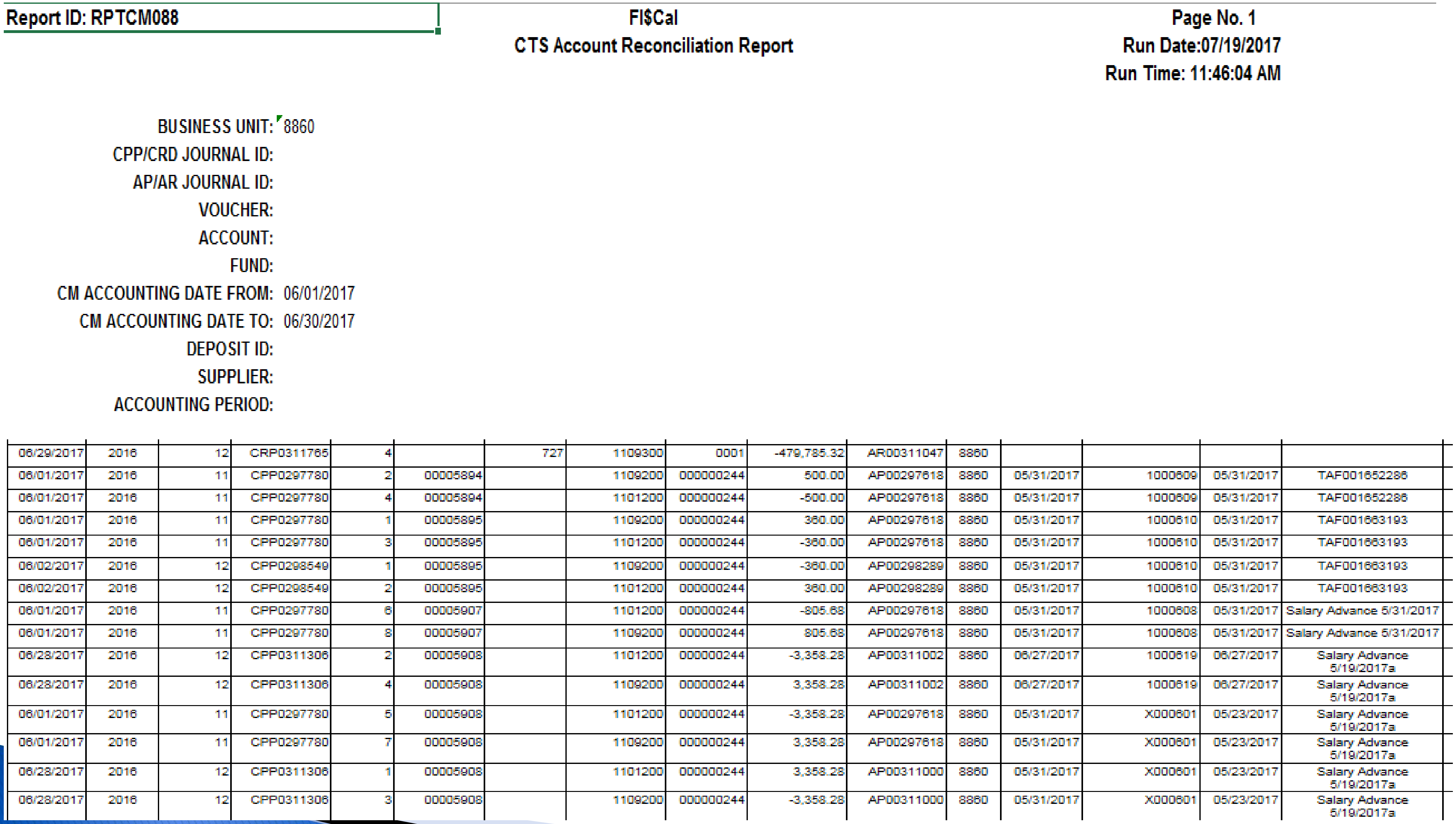
Voucher ID

Deposit ID

Account

Supplier ID

Accounting Period



Report ID: RPTCM088

FI$Cal

CTS Account Reconciliation Report

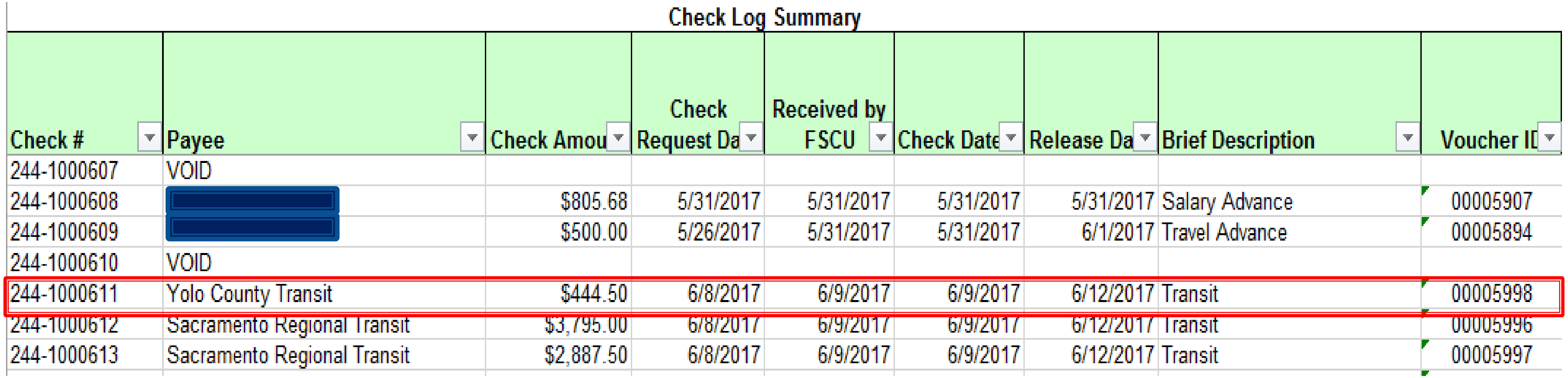
Page No. 1

Run Date:07/19/2017

Run Time: 11:46:04 AM

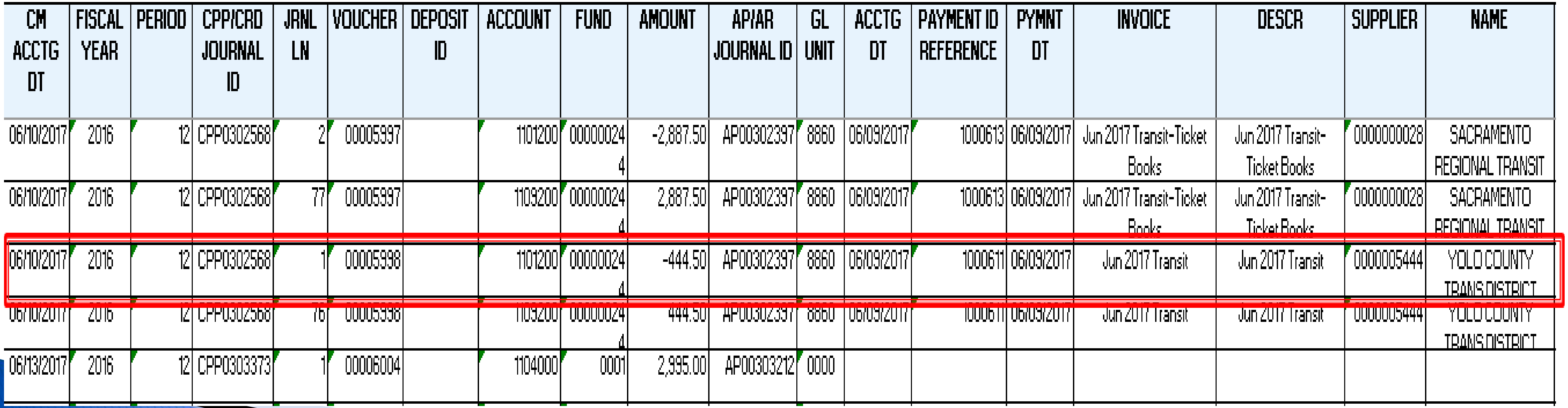
BUSINESS UNIT: 8860
CPP/CRD JOURNAL ID:
AP/AR JOURNAL ID:
VOUCHER:
ACCOUNT:
FUND:
CM ACCOUNTING DATE FROM: 06/01/2017
CM ACCOUNTING DATE TO: 06/30/2017
DEPOSIT ID:
SUPPLIER:
ACCOUNTING PERIOD:

06/29/2017	2016	12	CRP0311765	4		727	1109300	0001	-479,785.32	AR00311047	8860				
06/01/2017	2016	11	CPP0297780	2	00005894		1109200	000000244	500.00	AP00297618	8860	05/31/2017	1000609	05/31/2017	TAF001652286
06/01/2017	2016	11	CPP0297780	4	00005894		1101200	000000244	-500.00	AP00297618	8860	05/31/2017	1000609	05/31/2017	TAF001652286
06/01/2017	2016	11	CPP0297780	1	00005895		1109200	000000244	360.00	AP00297618	8860	05/31/2017	1000610	05/31/2017	TAF001663193
06/01/2017	2016	11	CPP0297780	3	00005895		1101200	000000244	-360.00	AP00297618	8860	05/31/2017	1000610	05/31/2017	TAF001663193
06/02/2017	2016	12	CPP0298549	1	00005895		1109200	000000244	-360.00	AP00298289	8860	05/31/2017	1000610	05/31/2017	TAF001663193
06/02/2017	2016	12	CPP0298549	2	00005895		1101200	000000244	360.00	AP00298289	8860	05/31/2017	1000610	05/31/2017	TAF001663193
06/01/2017	2016	11	CPP0297780	6	00005907		1101200	000000244	-805.68	AP00297618	8860	05/31/2017	1000608	05/31/2017	Salary Advance 5/31/2017
06/01/2017	2016	11	CPP0297780	8	00005907		1109200	000000244	805.68	AP00297618	8860	05/31/2017	1000608	05/31/2017	Salary Advance 5/31/2017
06/28/2017	2016	12	CPP0311306	2	00005908		1101200	000000244	-3,358.28	AP00311002	8860	06/27/2017	1000619	06/27/2017	Salary Advance 5/19/2017a
06/28/2017	2016	12	CPP0311306	4	00005908		1109200	000000244	3,358.28	AP00311002	8860	06/27/2017	1000619	06/27/2017	Salary Advance 5/19/2017a
06/01/2017	2016	11	CPP0297780	5	00005908		1101200	000000244	-3,358.28	AP00297618	8860	05/31/2017	X000601	05/23/2017	Salary Advance 5/19/2017a
06/01/2017	2016	11	CPP0297780	7	00005908		1109200	000000244	3,358.28	AP00297618	8860	05/31/2017	X000601	05/23/2017	Salary Advance 5/19/2017a
06/28/2017	2016	12	CPP0311306	1	00005908		1101200	000000244	3,358.28	AP00311000	8860	05/31/2017	X000601	05/23/2017	Salary Advance 5/19/2017a
06/28/2017	2016	12	CPP0311306	3	00005908		1109200	000000244	-3,358.28	AP00311000	8860	05/31/2017	X000601	05/23/2017	Salary Advance 5/19/2017a

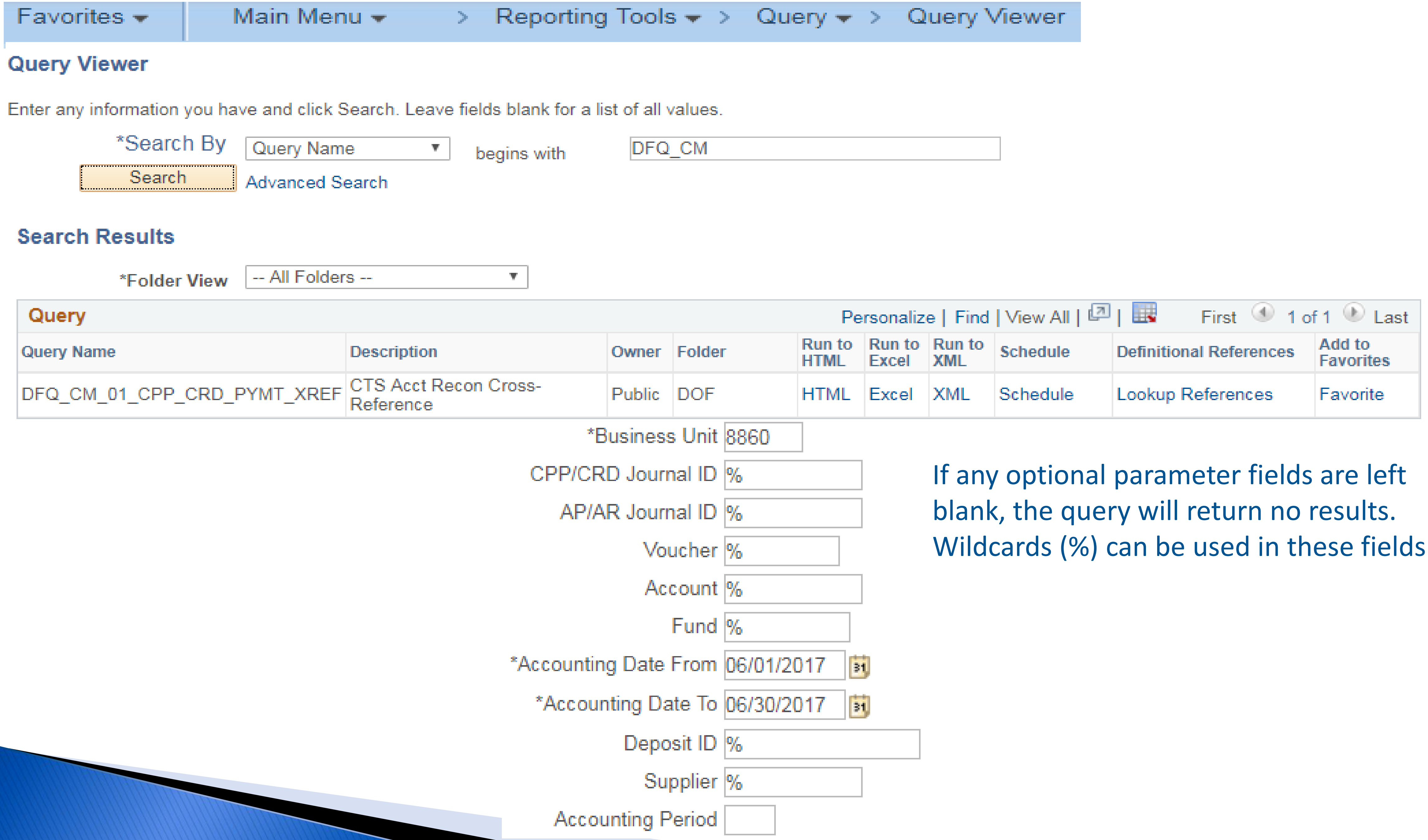


Check Log Summary

Check #	Payee	Check Amou	Check Request Da	Received by FSCU	Check Date	Release Da	Brief Description	Voucher ID
244-1000607	VOID							
244-1000608	[redacted]	$805.68	5/31/2017	5/31/2017	5/31/2017	5/31/2017	Salary Advance	00005907
244-1000609	[redacted]	$500.00	5/26/2017	5/31/2017	5/31/2017	6/1/2017	Travel Advance	00005894
244-1000610	VOID							
244-1000611	Yolo County Transit	$444.50	6/8/2017	6/9/2017	6/9/2017	6/12/2017	Transit	00005998
244-1000612	Sacramento Regional Transit	$3,795.00	6/8/2017	6/9/2017	6/9/2017	6/12/2017	Transit	00005996
244-1000613	Sacramento Regional Transit	$2,887.50	6/8/2017	6/9/2017	6/9/2017	6/12/2017	Transit	00005997



CM ACCTG DT	FISCAL YEAR	PERIOD	CPP/CRD JOURNAL ID	JRNL LN	VOUCHER	DEPOSIT ID	ACCOUNT	FUND	AMOUNT	AP/AR JOURNAL ID	GL UNIT	ACCTG DT	PAYMENT ID REFERENCE	PYMNT DT	INVOICE	DESCR	SUPPLIER	NAME
06/10/2017	2016	12	CPP0302568	2	00005997		1101200	000000244	-2,887.50	AP00302397	8860	06/09/2017	1000613	06/09/2017	Jun 2017 Transit-Ticket Books	Jun 2017 Transit-Ticket Books	0000000028	SACRAMENTO REGIONAL TRANSIT
06/10/2017	2016	12	CPP0302568	77	00005997		1109200	000000244	2,887.50	AP00302397	8860	06/09/2017	1000613	06/09/2017	Jun 2017 Transit-Ticket Books	Jun 2017 Transit-Ticket Books	0000000028	SACRAMENTO REGIONAL TRANSIT
06/10/2017	2016	12	CPP0302568	1	00005998		1101200	000000244	-444.50	AP00302397	8860	06/09/2017	1000611	06/09/2017	Jun 2017 Transit	Jun 2017 Transit	0000005444	YOLO COUNTY TRANS DISTRICT
06/10/2017	2016	12	CPP0302568	76	00005998		1109200	000000244	444.50	AP00302397	8860	06/09/2017	1000611	06/09/2017	Jun 2017 Transit	Jun 2017 Transit	0000005444	YOLO COUNTY TRANS DISTRICT
06/13/2017	2016	12	CPP0303373	1	00006004		1104000	0001	2,995.00	AP00303212	0000							


Favorites
Main Menu
Reporting Tools
Query
Query Viewer
Search
Advanced Search
Personalize | Find | View All |
First
1 of 1
Last

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with DFQ_CM

Search Results

***Folder View:** -- All Folders --

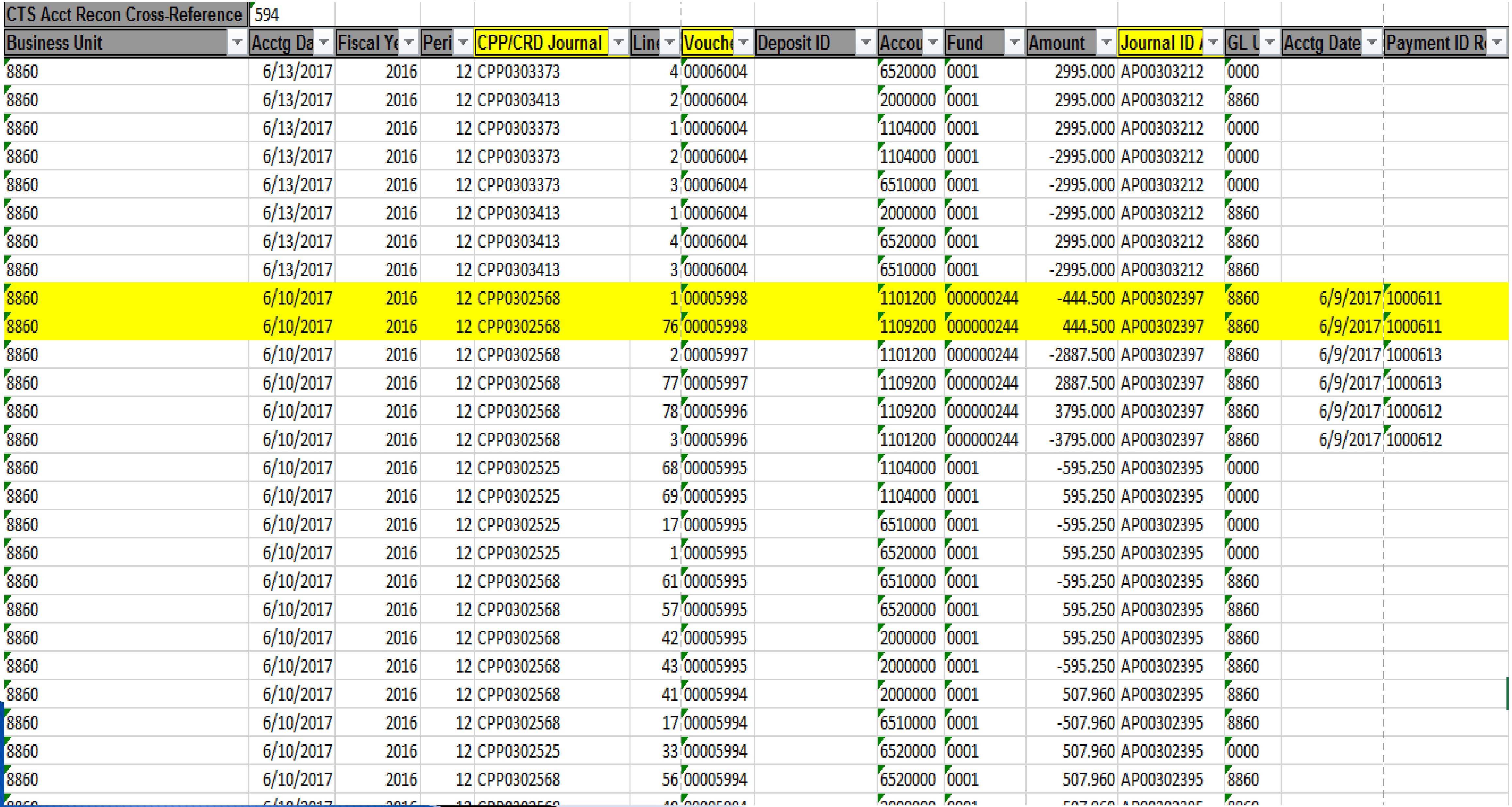
Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
DFQ_CM_01_CPP_CRD_PYMT_XREF	CTS Acct Recon Cross-Reference	Public	DOF	HTML	Excel	XML	Schedule	Lookup References	Favorite

*Business Unit	8860
CPP/CRD Journal ID	%
AP/AR Journal ID	%
Voucher	%
Account	%
Fund	%
*Accounting Date From	06/01/2017
*Accounting Date To	06/30/2017
Deposit ID	%
Supplier	%
Accounting Period	

If any optional parameter fields are left blank, the query will return no results. Wildcards (%) can be used in these fields.

CTS Acct Recon Cross Ref



CTS Acct Recon Cross-Reference 594

Business Unit	Acctg Da	Fiscal Ye	Peri	CPP/CRD Journal	Line	Vouche	Deposit ID	Accou	Fund	Amount	Journal ID /	GL U	Acctg Date	Payment ID R
8860	6/13/2017	2016	12	CPP0303373	4	00006004		6520000	0001	2995.000	AP00303212	0000		
8860	6/13/2017	2016	12	CPP0303413	2	00006004		2000000	0001	2995.000	AP00303212	8860		
8860	6/13/2017	2016	12	CPP0303373	1	00006004		1104000	0001	2995.000	AP00303212	0000		
8860	6/13/2017	2016	12	CPP0303373	2	00006004		1104000	0001	-2995.000	AP00303212	0000		
8860	6/13/2017	2016	12	CPP0303373	3	00006004		6510000	0001	-2995.000	AP00303212	0000		
8860	6/13/2017	2016	12	CPP0303413	1	00006004		2000000	0001	-2995.000	AP00303212	8860		
8860	6/13/2017	2016	12	CPP0303413	4	00006004		6520000	0001	2995.000	AP00303212	8860		
8860	6/13/2017	2016	12	CPP0303413	3	00006004		6510000	0001	-2995.000	AP00303212	8860		
8860	6/10/2017	2016	12	CPP0302568	1	00005998		1101200	000000244	-444.500	AP00302397	8860	6/9/2017	1000611
8860	6/10/2017	2016	12	CPP0302568	76	00005998		1109200	000000244	444.500	AP00302397	8860	6/9/2017	1000611
8860	6/10/2017	2016	12	CPP0302568	2	00005997		1101200	000000244	-2887.500	AP00302397	8860	6/9/2017	1000613
8860	6/10/2017	2016	12	CPP0302568	77	00005997		1109200	000000244	2887.500	AP00302397	8860	6/9/2017	1000613
8860	6/10/2017	2016	12	CPP0302568	78	00005996		1109200	000000244	3795.000	AP00302397	8860	6/9/2017	1000612
8860	6/10/2017	2016	12	CPP0302568	3	00005996		1101200	000000244	-3795.000	AP00302397	8860	6/9/2017	1000612
8860	6/10/2017	2016	12	CPP0302525	68	00005995		1104000	0001	-595.250	AP00302395	0000		
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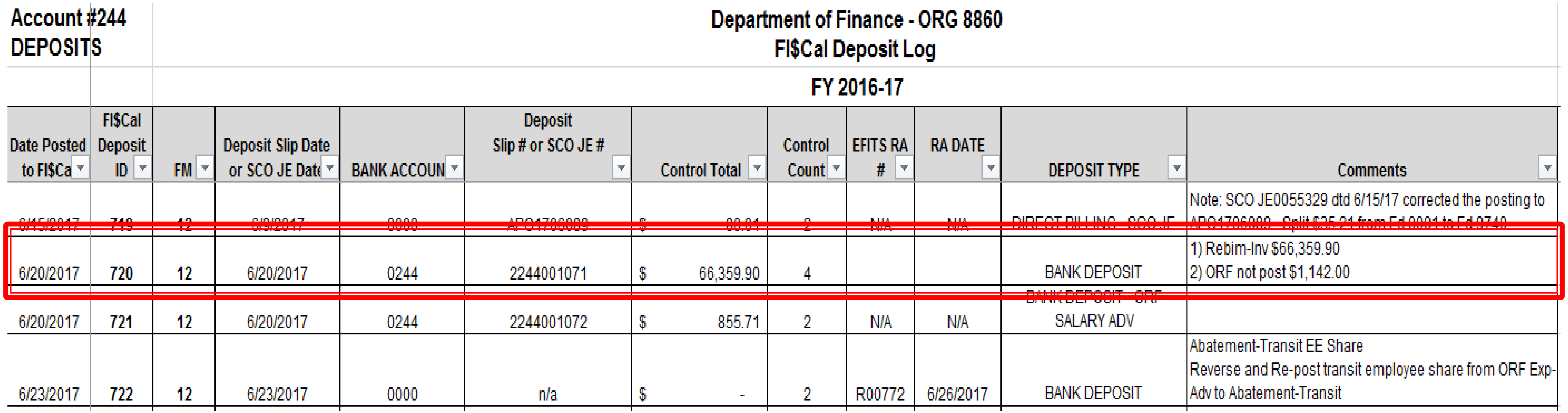
8860	6/10/2017	2016	12	CPP0302525	17	00005995		6510000	0001	-595.250	AP00302395	0000		
8860	6/10/2017	2016	12	CPP0302525	1	00005995		6520000	0001	595.250	AP00302395	0000		
8860	6/10/2017	2016	12	CPP0302568	61	00005995		6510000	0001	-595.250	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302568	57	00005995		6520000	0001	595.250	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302568	42	00005995		2000000	0001	595.250	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302568	43	00005995		2000000	0001	-595.250	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302568	41	00005994		2000000	0001	507.960	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302568	17	00005994		6510000	0001	-507.960	AP00302395	8860		
8860	6/10/2017	2016	12	CPP0302525	33	00005994		6520000	0001	507.960	AP00302395	0000		
8860	6/10/2017	2016	12	CPP0302568	56	00005994		6520000	0001	507.960	AP00302395	8860		

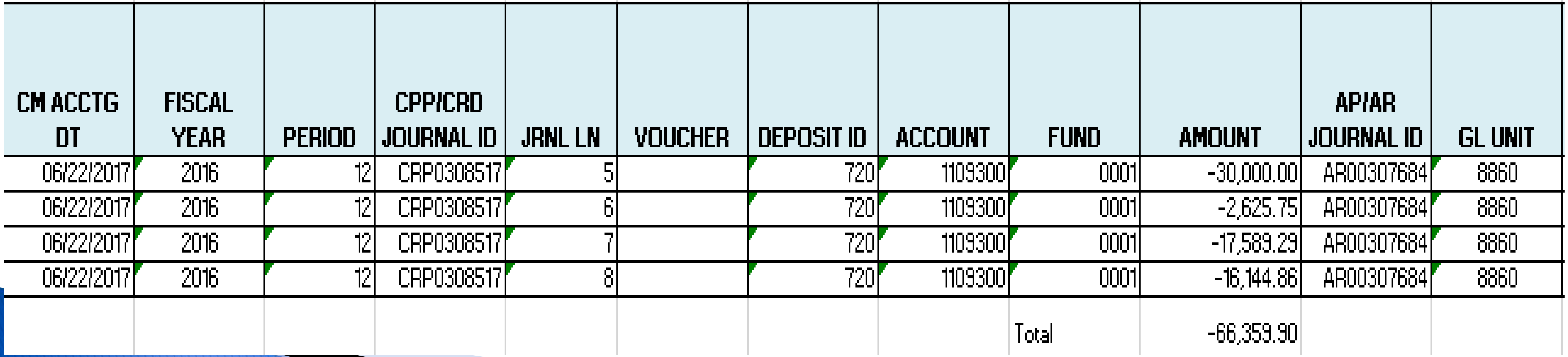


Account #244
DEPOSITS

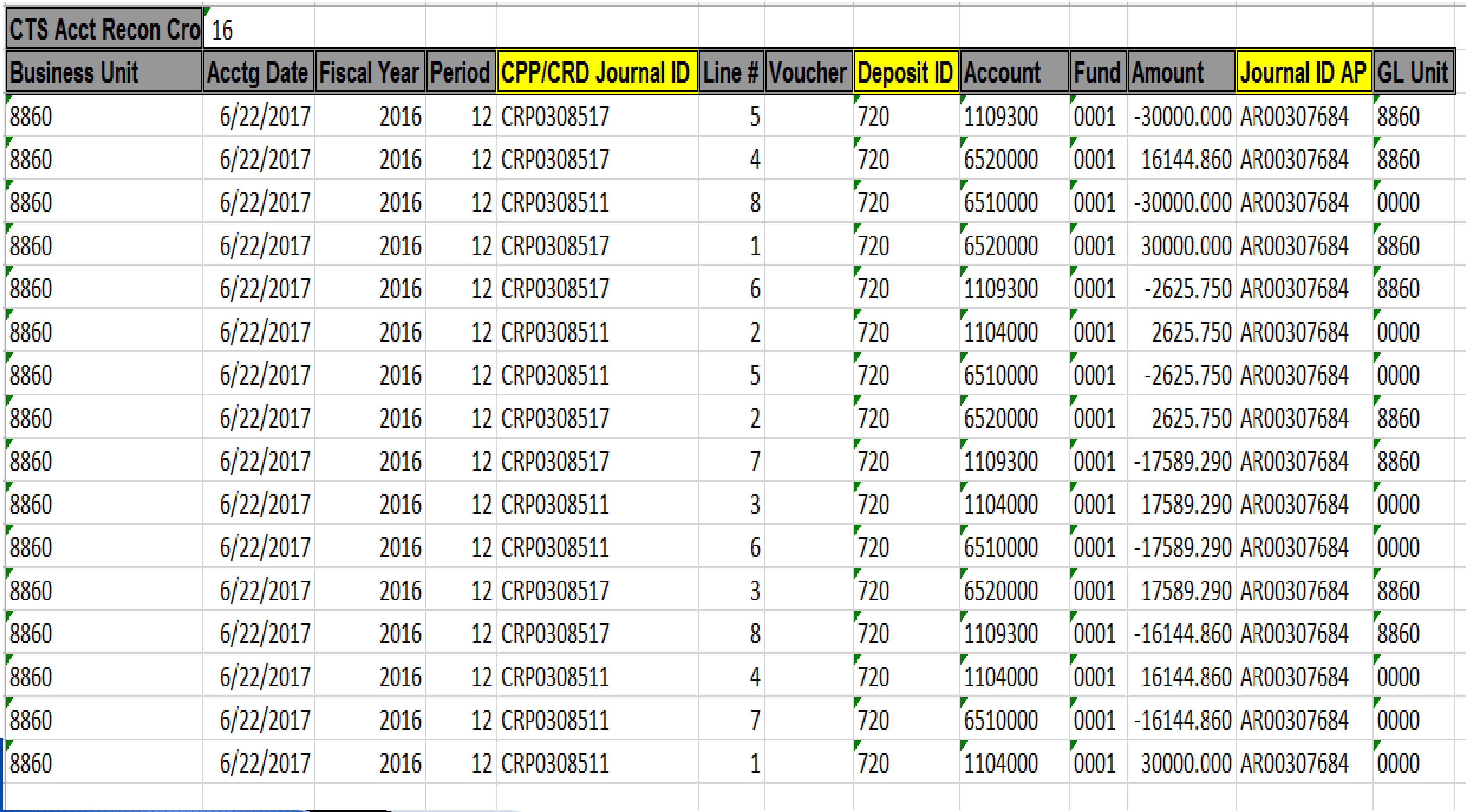
Department of Finance - ORG 8860
FI$Cal Deposit Log

FY 2016-17

Date Posted to FI$Ca	FI$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Date	BANK ACCOUN	Deposit Slip # or SCO JE #	Control Total	Control Count	EFITS RA #	RA DATE	DEPOSIT TYPE	Comments
6/15/2017	719	12	6/9/2017	0000	[illegible]	$ [illegible]	2	N/A	N/A	DIRECT BILLING - SCO JE	Note: SCO JE0055329 dtd 6/15/17 corrected the posting to [illegible]
6/20/2017	**720**	**12**	6/20/2017	0244	2244001071	$ 66,359.90	4			BANK DEPOSIT	1) Rebim-Inv $66,359.90 2) ORF not post $1,142.00
6/20/2017	**721**	**12**	6/20/2017	0244	2244001072	$ 855.71	2	N/A	N/A	BANK DEPOSIT - ORF SALARY ADV	
6/23/2017	**722**	**12**	6/23/2017	0000	n/a	$ -	2	R00772	6/26/2017	BANK DEPOSIT	Abatement-Transit EE Share Reverse and Re-post transit employee share from ORF Exp-Adv to Abatement-Transit

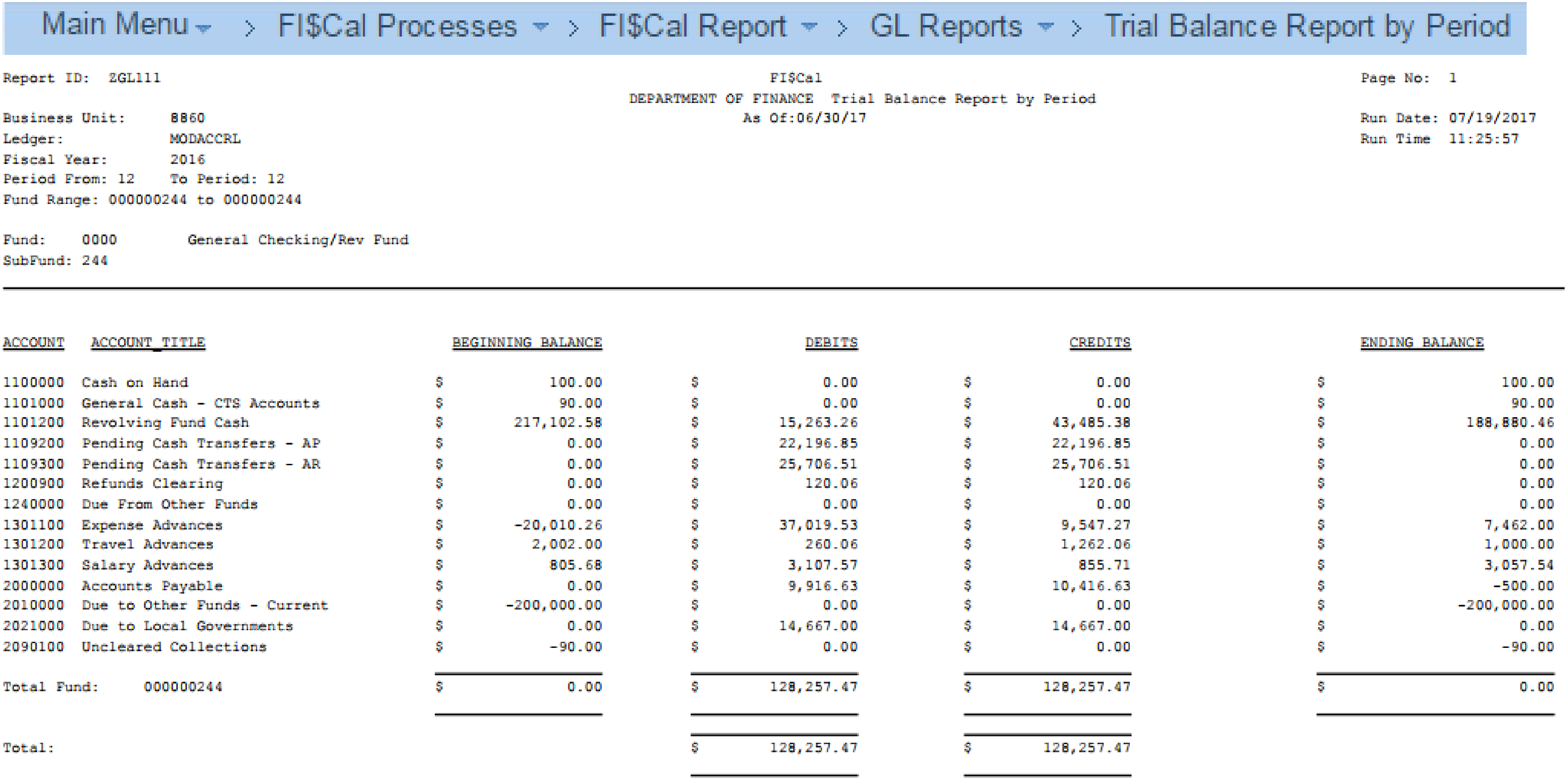


CM ACCTG DT	FISCAL YEAR	PERIOD	CPP/CRD JOURNAL ID	JRNL LN	VOUCHER	DEPOSIT ID	ACCOUNT	FUND	AMOUNT	AP/AR JOURNAL ID	GL UNIT
06/22/2017	2016	12	CRP0308517	5		720	1109300	0001	-30,000.00	AR00307684	8860
06/22/2017	2016	12	CRP0308517	6		720	1109300	0001	-2,625.75	AR00307684	8860
06/22/2017	2016	12	CRP0308517	7		720	1109300	0001	-17,589.29	AR00307684	8860
06/22/2017	2016	12	CRP0308517	8		720	1109300	0001	-16,144.86	AR00307684	8860
								Total	-66,359.90		



CTS Acct Recon Cro 16

Business Unit	Acctg Date	Fiscal Year	Period	CPP/CRD Journal ID	Line #	Voucher	Deposit ID	Account	Fund	Amount	Journal ID AP	GL Unit
8860	6/22/2017	2016	12	CRP0308517	5		720	1109300	0001	-30000.000	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308517	4		720	6520000	0001	16144.860	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308511	8		720	6510000	0001	-30000.000	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308517	1		720	6520000	0001	30000.000	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308517	6		720	1109300	0001	-2625.750	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308511	2		720	1104000	0001	2625.750	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308511	5		720	6510000	0001	-2625.750	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308517	2		720	6520000	0001	2625.750	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308517	7		720	1109300	0001	-17589.290	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308511	3		720	1104000	0001	17589.290	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308511	6		720	6510000	0001	-17589.290	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308517	3		720	6520000	0001	17589.290	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308517	8		720	1109300	0001	-16144.860	AR00307684	8860
8860	6/22/2017	2016	12	CRP0308511	4		720	1104000	0001	16144.860	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308511	7		720	6510000	0001	-16144.860	AR00307684	0000
8860	6/22/2017	2016	12	CRP0308511	1		720	1104000	0001	30000.000	AR00307684	0000

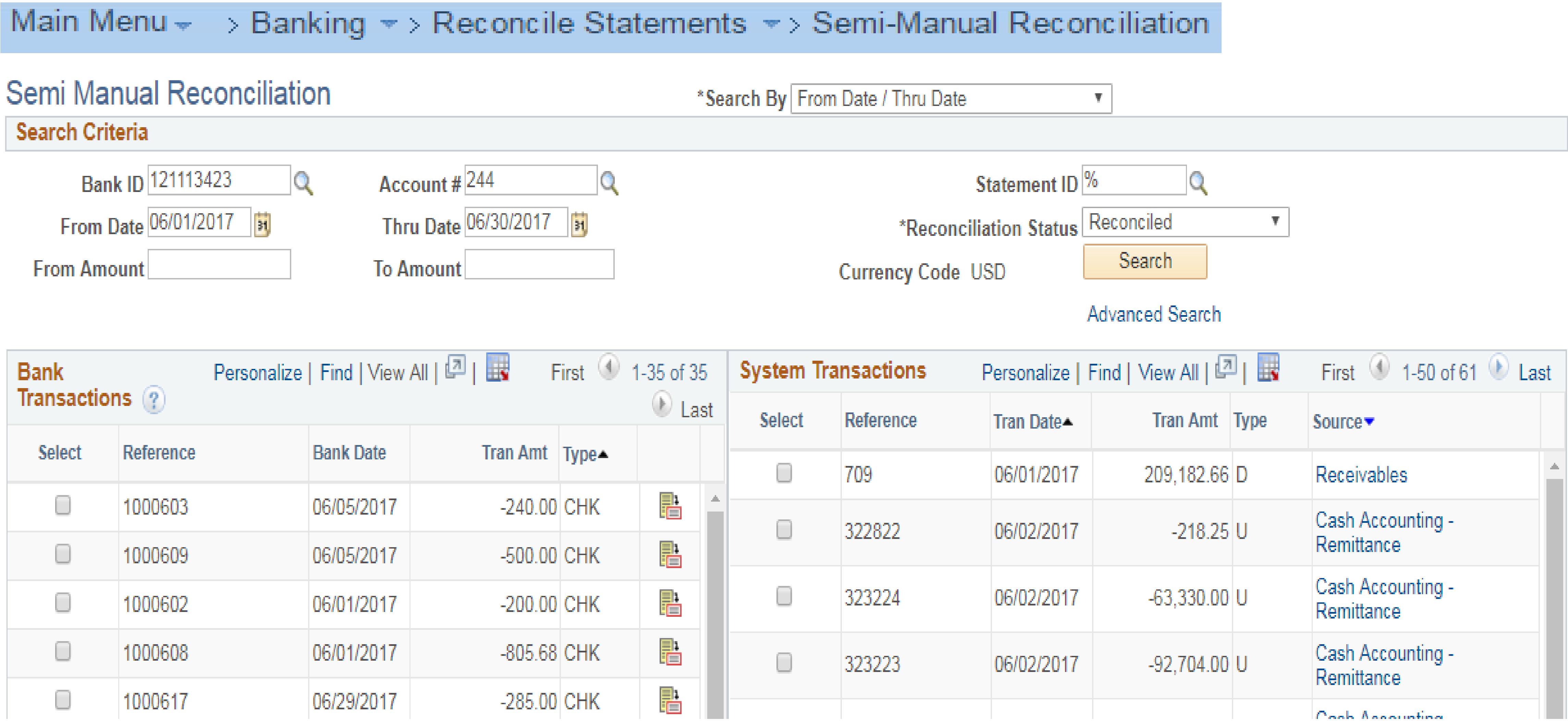


Report ID: ZGL111
FI$Cal
DEPARTMENT OF FINANCE Trial Balance Report by Period
As Of:06/30/17
Page No: 1
Run Date: 07/19/2017
Run Time 11:25:57

Business Unit: 8860
Ledger: MODACCRL
Fiscal Year: 2016
Period From: 12 To Period: 12
Fund Range: 000000244 to 000000244

Fund: 0000 General Checking/Rev Fund
SubFund: 244

ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1100000	Cash on Hand	$ 100.00	$ 0.00	$ 0.00	$ 100.00
1101000	General Cash - CTS Accounts	$ 90.00	$ 0.00	$ 0.00	$ 90.00
1101200	Revolving Fund Cash	$ 217,102.58	$ 15,263.26	$ 43,485.38	$ 188,880.46
1109200	Pending Cash Transfers - AP	$ 0.00	$ 22,196.85	$ 22,196.85	$ 0.00
1109300	Pending Cash Transfers - AR	$ 0.00	$ 25,706.51	$ 25,706.51	$ 0.00
1200900	Refunds Clearing	$ 0.00	$ 120.06	$ 120.06	$ 0.00
1240000	Due From Other Funds	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1301100	Expense Advances	$ -20,010.26	$ 37,019.53	$ 9,547.27	$ 7,462.00
1301200	Travel Advances	$ 2,002.00	$ 260.06	$ 1,262.06	$ 1,000.00
1301300	Salary Advances	$ 805.68	$ 3,107.57	$ 855.71	$ 3,057.54
2000000	Accounts Payable	$ 0.00	$ 9,916.63	$ 10,416.63	$ -500.00
2010000	Due to Other Funds - Current	$ -200,000.00	$ 0.00	$ 0.00	$ -200,000.00
2021000	Due to Local Governments	$ 0.00	$ 14,667.00	$ 14,667.00	$ 0.00
2090100	Uncleared Collections	$ -90.00	$ 0.00	$ 0.00	$ -90.00
Total Fund:	000000244	$ 0.00	$ 128,257.47	$ 128,257.47	$ 0.00
Total:			$ 128,257.47	$ 128,257.47	



Main Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

Semi Manual Reconciliation

*Search By: From Date / Thru Date

Search Criteria

Bank ID: 121113423
Account #: 244
Statement ID: %
From Date: 06/01/2017
Thru Date: 06/30/2017
*Reconciliation Status: Reconciled
From Amount:
To Amount:
Currency Code: USD

Search
Advanced Search

Bank Transactions

Personalize | Find | View All | First 1-35 of 35 Last

Select	Reference	Bank Date	Tran Amt	Type▲	
☐	1000603	06/05/2017	-240.00	CHK	
☐	1000609	06/05/2017	-500.00	CHK	
☐	1000602	06/01/2017	-200.00	CHK	
☐	1000608	06/01/2017	-805.68	CHK	
☐	1000617	06/29/2017	-285.00	CHK	

System Transactions

Personalize | Find | View All | First 1-50 of 61 Last

Select	Reference	Tran Date▲	Tran Amt	Type	Source▼
☐	709	06/01/2017	209,182.66	D	Receivables
☐	322822	06/02/2017	-218.25	U	Cash Accounting - Remittance
☐	323224	06/02/2017	-63,330.00	U	Cash Accounting - Remittance
☐	323223	06/02/2017	-92,704.00	U	Cash Accounting - Remittance

Common Reconciling Items

- ORF replenishment JE’s and ORF warrant deposits posted in AR Module
  - These process through the CalATERS interface or Journal Voucher replenishment process. Posting will cause duplication

- Voided checks and deposit corrections will create net zero reconciling items in the DR/CR columns

- ORF Travel Advance Reimbursements processed in FI$Cal but warrant not issued from SCO
  - Will show in the CTS GL Activity Report as a debit to Account 1101200, but will not show on the Bank Statement (typically a timing issue and will automatically correct in subsequent month)

- Cash Reclass (i.e., account 1109200) has a balance
  - Cash reclass should net to zero, work with FSC to correct
  - Multiple corrections to a voucher can cause issues that may not completely clear out

Accounts Receivable Reconciliation

Accounts Receivable

Fi$Cal Reports needed:

1. Trial balance
2. AR Aging by Chartfield
3. Ledger Activity Report
4. Customer Receipts Report

Other Reports needed:

1. Manual AR Logs
2. SCO Agency reconciliation report

*Refer to Accounts Receivable_Revenue_Reconciliation handout

Reimbursements Reconciliation

Reimbursements

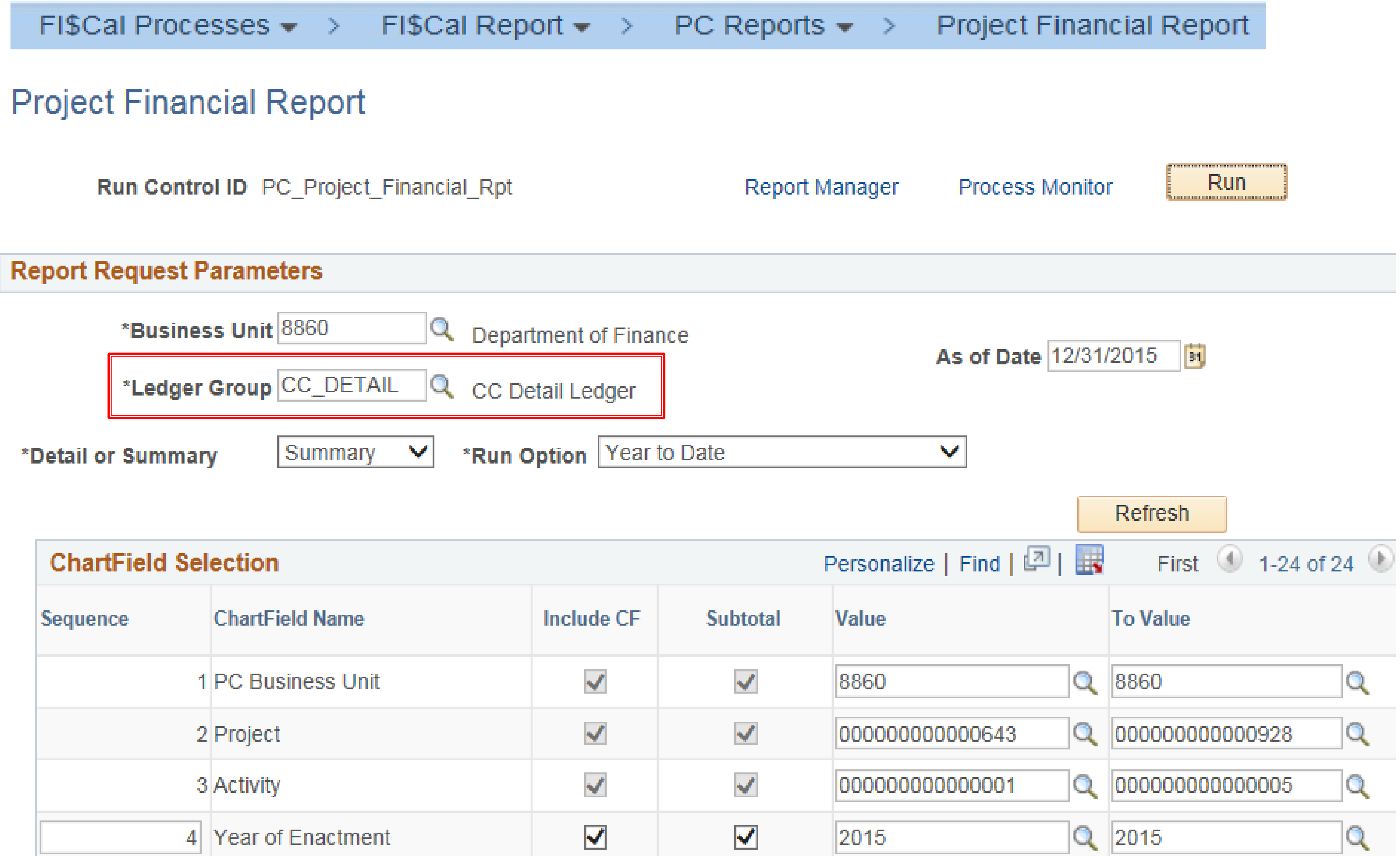
- Project Costing is used for Reimbursements
- Reimbursement revenues and expenditures will be reconciled using Project Costing reports
- Project Costing receives transaction information from other modules

Project Costing Reports

Project Financial Reports:

- Project Expenditures: CC_DETAIL
- Project Revenues: CC_DTL_REV

Project Financial Report - Expenditures



FI$Cal Processes > FI$Cal Report > PC Reports > Project Financial Report

Project Financial Report

Run Control ID PC_Project_Financial_Rpt

Report Manager
Process Monitor
Run

Report Request Parameters

***Business Unit** 8860 Department of Finance

As of Date 12/31/2015

***Ledger Group** CC_DETAIL CC Detail Ledger

***Detail or Summary** Summary

***Run Option** Year to Date

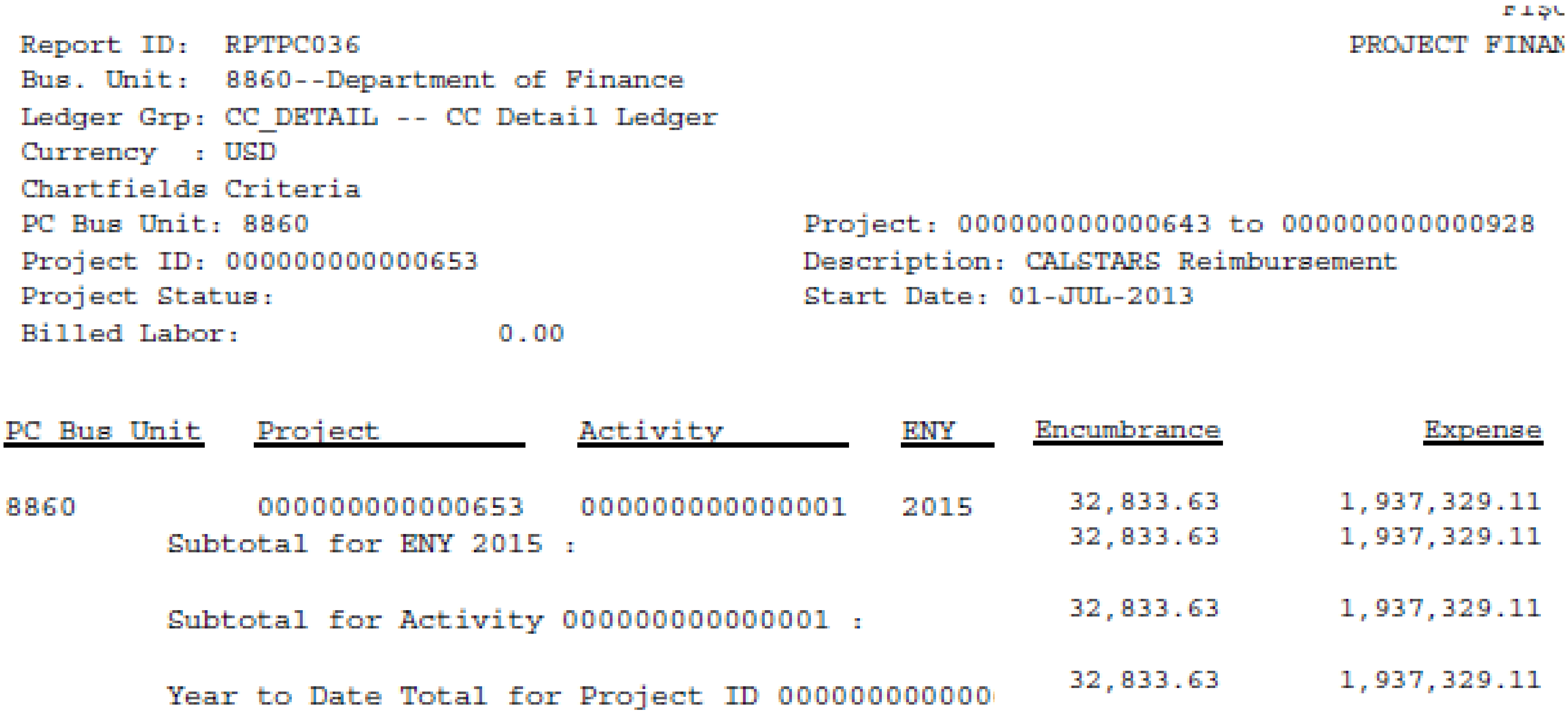
Refresh

ChartField Selection

Personalize | Find |
First
1-24 of 24

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	PC Business Unit	☑	☑	8860	8860
2	Project	☑	☑	000000000000643	000000000000928
3	Activity	☑	☑	000000000000001	000000000000005
4	Year of Enactment	☑	☑	2015	2015

Project Financial Report - Expenditures



```
Report ID:  RPTPC036                                                          PROJECT FINAN
Bus. Unit:  8860--Department of Finance
Ledger Grp: CC_DETAIL -- CC Detail Ledger
Currency  : USD
Chartfields Criteria
PC Bus Unit: 8860                             Project: 000000000000643 to 000000000000928
Project ID: 000000000000653                   Description: CALSTARS Reimbursement
Project Status:                               Start Date: 01-JUL-2013
Billed Labor:                0.00

PC Bus Unit    Project            Activity           ENY      Encumbrance          Expense

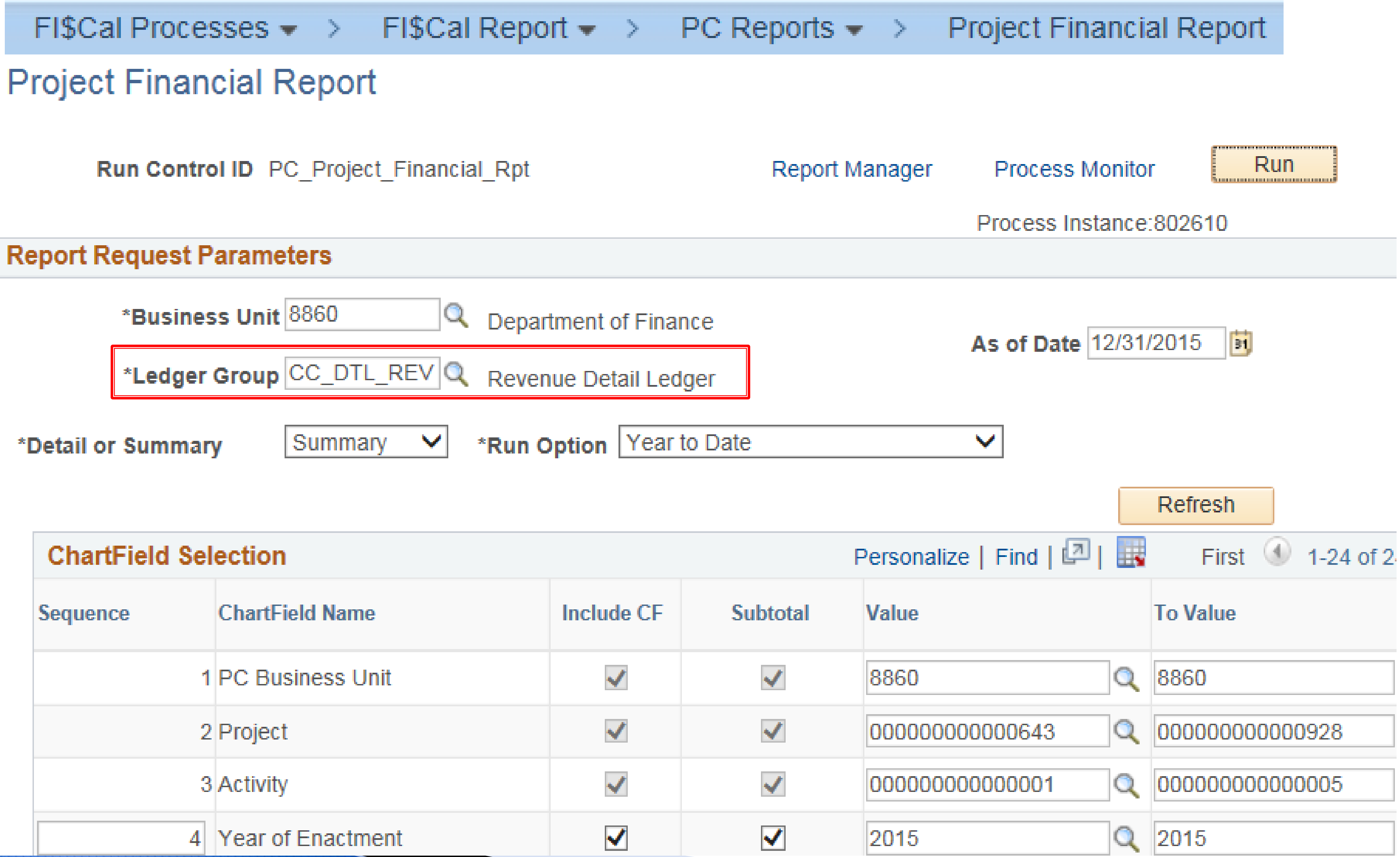
8860           000000000000653    000000000000001    2015       32,833.63     1,937,329.11
         Subtotal for ENY 2015 :                                32,833.63     1,937,329.11

         Subtotal for Activity 000000000000001 :                32,833.63     1,937,329.11

         Year to Date Total for Project ID 000000000000         32,833.63     1,937,329.11
```

Note: Some columns are hidden for display purposes

Project Financial Report - Revenues



FI$Cal Processes ▾ > FI$Cal Report ▾ > PC Reports ▾ > Project Financial Report

Project Financial Report

Run Control ID PC_Project_Financial_Rpt

Report Manager
Process Monitor
Run

Process Instance:802610

Report Request Parameters

***Business Unit** 8860 Department of Finance

As of Date 12/31/2015

***Ledger Group** CC_DTL_REV Revenue Detail Ledger

***Detail or Summary** Summary

***Run Option** Year to Date

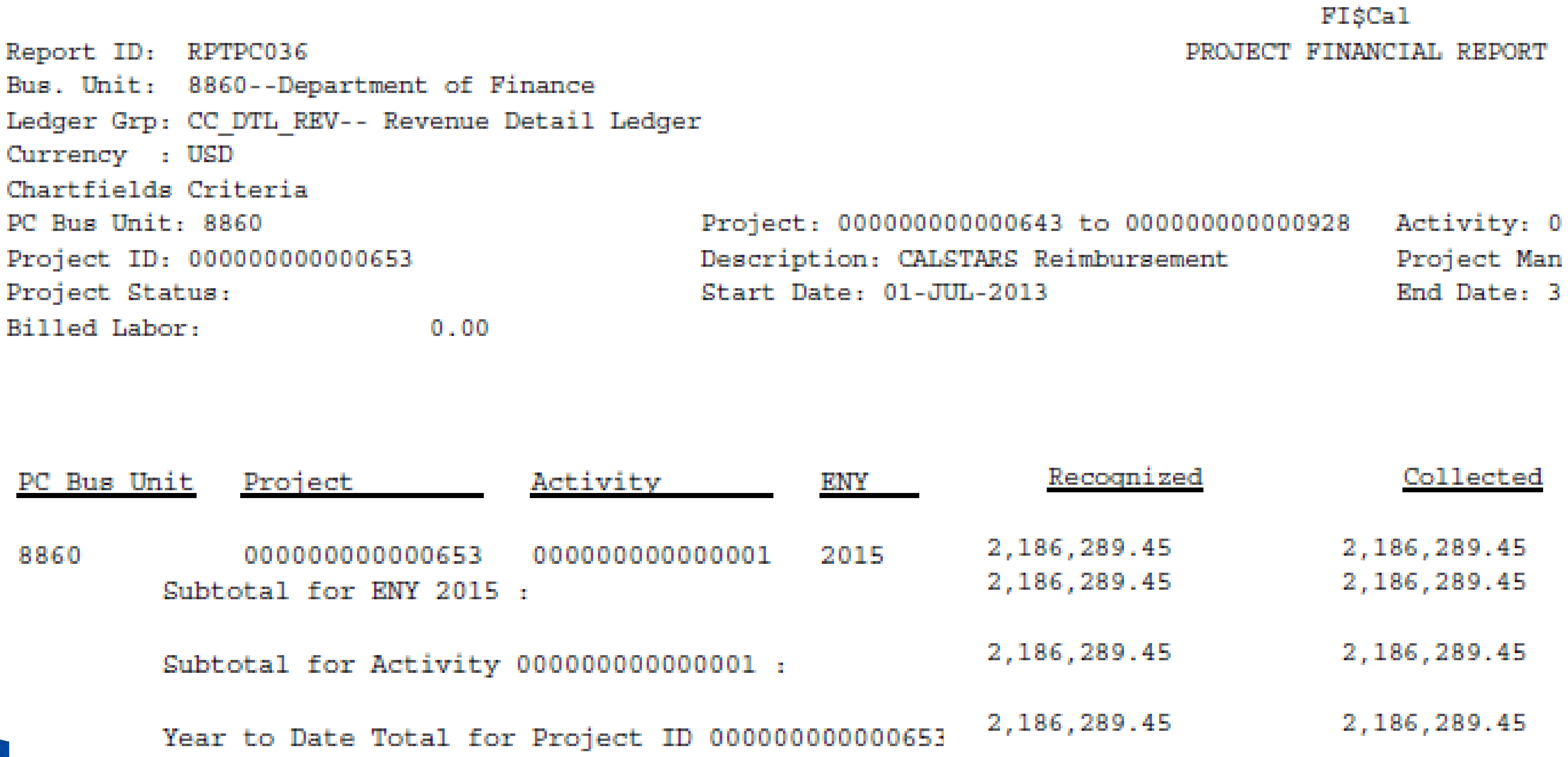
Refresh

ChartField Selection

Personalize | Find |
First
1-24 of 2

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	PC Business Unit	☑	☑	8860	8860
2	Project	☑	☑	000000000000643	000000000000928
3	Activity	☑	☑	000000000000001	000000000000005
4	Year of Enactment	☑	☑	2015	2015

Project Financial Report - Revenues



```
                                                                                     FI$Cal
Report ID:  RPTPC036                                                     PROJECT FINANCIAL REPORT
Bus. Unit:  8860--Department of Finance
Ledger Grp: CC_DTL_REV-- Revenue Detail Ledger
Currency  : USD
Chartfields Criteria
PC Bus Unit: 8860                            Project: 000000000000643 to 000000000000928   Activity: 0
Project ID: 000000000000653                  Description: CALSTARS Reimbursement           Project Man
Project Status:                              Start Date: 01-JUL-2013                       End Date: 3
Billed Labor:              0.00


PC Bus Unit  Project          Activity         ENY          Recognized              Collected

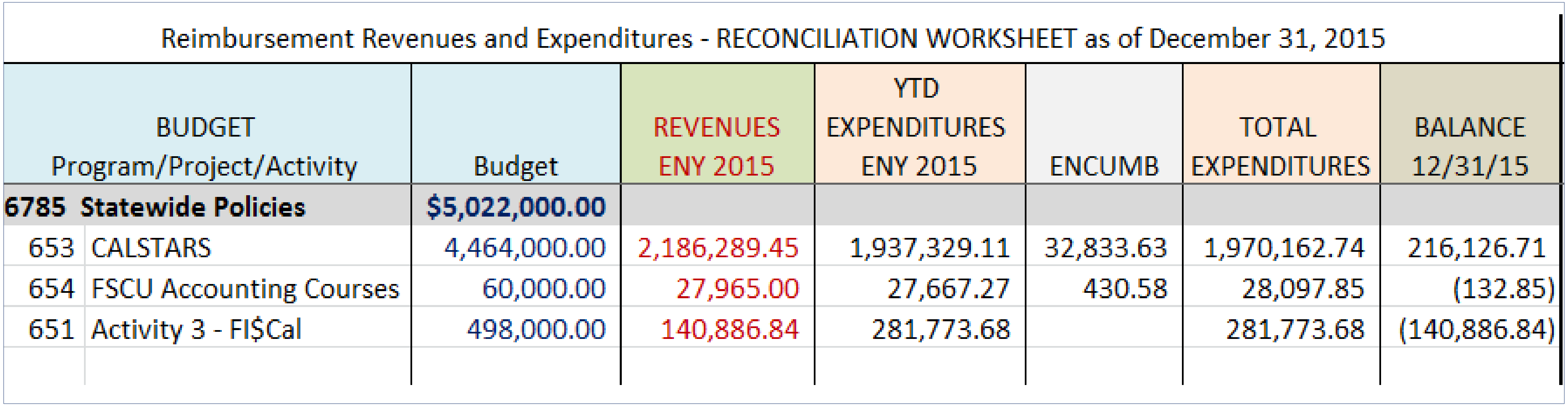
8860         000000000000653  000000000000001  2015       2,186,289.45           2,186,289.45
        Subtotal for ENY 2015 :                           2,186,289.45           2,186,289.45

        Subtotal for Activity 000000000000001 :           2,186,289.45           2,186,289.45

        Year to Date Total for Project ID 000000000000653 2,186,289.45           2,186,289.45
```

Note: Some columns are hidden for display purposes

Reimbursement Reconciliation



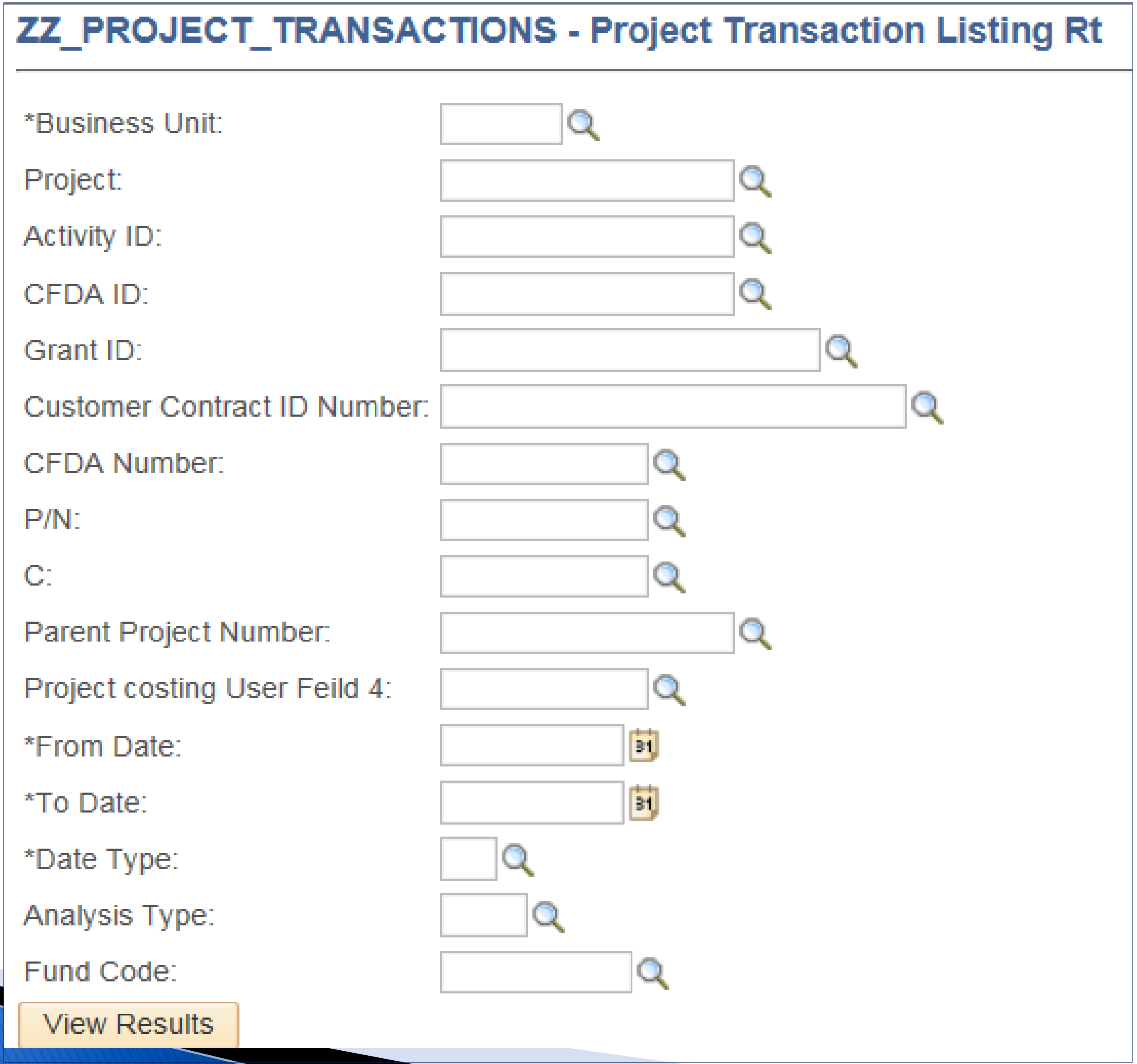
Reimbursement Revenues and Expenditures - RECONCILIATION WORKSHEET as of December 31, 2015

BUDGET Program/Project/Activity		Budget	REVENUES ENY 2015	YTD EXPENDITURES ENY 2015	ENCUMB	TOTAL EXPENDITURES	BALANCE 12/31/15
6785	**Statewide Policies**	**$5,022,000.00**					
653	CALSTARS	4,464,000.00	2,186,289.45	1,937,329.11	32,833.63	1,970,162.74	216,126.71
654	FSCU Accounting Courses	60,000.00	27,965.00	27,667.27	430.58	28,097.85	(132.85)
651	Activity 3 - FI$Cal	498,000.00	140,886.84	281,773.68		281,773.68	(140,886.84)

Note:

- Reimbursement Expenditures and Revenues should be reconciled on a monthly basis.
- The reconciliation and supporting Project Financial Reports are helpful to the Budget Office for planning and budgetary control purposes.

Other Project Costing Reports



ZZ_PROJECT_TRANSACTIONS - Project Transaction Listing Rt

*Business Unit:
Project:
Activity ID:
CFDA ID:
Grant ID:
Customer Contract ID Number:
CFDA Number:
P/N:
C:
Parent Project Number:
Project costing User Feild 4:
*From Date:
*To Date:
*Date Type:
Analysis Type:
Fund Code:

The Project Transactions query provides detailed data of all project related transactions

Asset Reconciliation

Converted Assets

Beginning balance on financial reports will be derived from converted capital assets. Run GL reports to validate beginning balance on financial reports

Run AM reports to validate converted asset details (capital and non-capital assets) in the AM sub-system

Asset Tracking / Accounting in AM

- **Capital Assets**:
  - Recorded
  - Tracked
  - Depreciated
  - Reported on year-end financial reports (Report 18 and 19)

- **Non-Capital Assets**:
  - Recorded
  - Tracked

Asset Management Concepts

- **Departmental Adjustment Ledger** records:
  - Asset Additions and Dispositions
  - Asset Depreciation

- Asset Books:
  - Capital – tracks Capital assets
  - State – tracks Capital and Non-Capital assets

- Statewide Asset Profiles function as templates to standardize:
  - Useful life *
  - Asset Classification
  - Depreciation Method (Straight Line)

* For the Useful Life of Capital Asset, see Job Aid FI$Cal.002-Correctly Classifying Items as Assets

Asset Transactions in AM

1. Assets are created from information on the:

- Purchase Order (PO)
- Receipt (PO)
- Voucher (AP)

(Refer to Job Aid FI$Cal.246 - Purchase Order (PO) to Accounts Payable (AP) to Asset Management (AM) for Capital Asset 1.0)

2. Assets can be added directly in AM

(Refer to FTA courses for Entering Assets using Express and Basic Add)

Asset Related Documents

The Asset Reconciler should be familiar with the asset related source documents. The reconciler will have to view the PO, Receipt and Voucher information to verify that asset related transactions have been accurately recorded in the GL.

- A Receipt is created from the PO. The receipt provides Physical Information for AM
- A Voucher is created by copying from the PO receipt. The Asset Expenditure Account and the Profile ID that was entered on the PO will appear on the Voucher.
- Once the asset is vouchered in AP, the financial information is sent to AM and the cost information is recorded.

Asset Related Accounts

Asset Accounts in COA are structured differently than UCM:

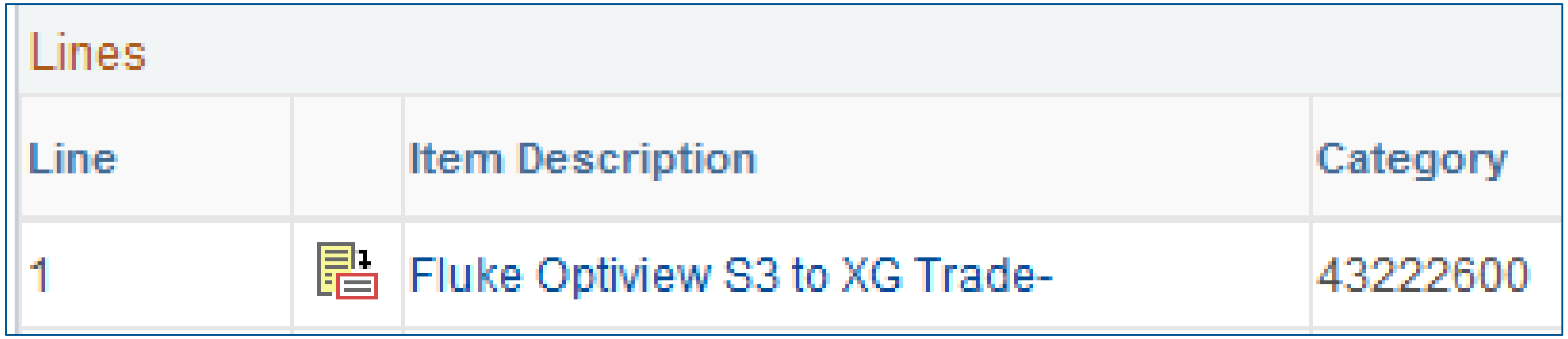
- Capital Assets use 5362 series of accounts
- Non-Capital Assets use 5368 series of accounts
- Tangible Asset account series 160xxxx and Intangible Asset account series 162xxxx are used in the Accrual Adjustment Ledger only.
- Depreciation and Amortization expense accounts are used in the Accrual Adjustment Ledger only.

Asset Additions - Delivered Integration

Capital Asset PO Example 1

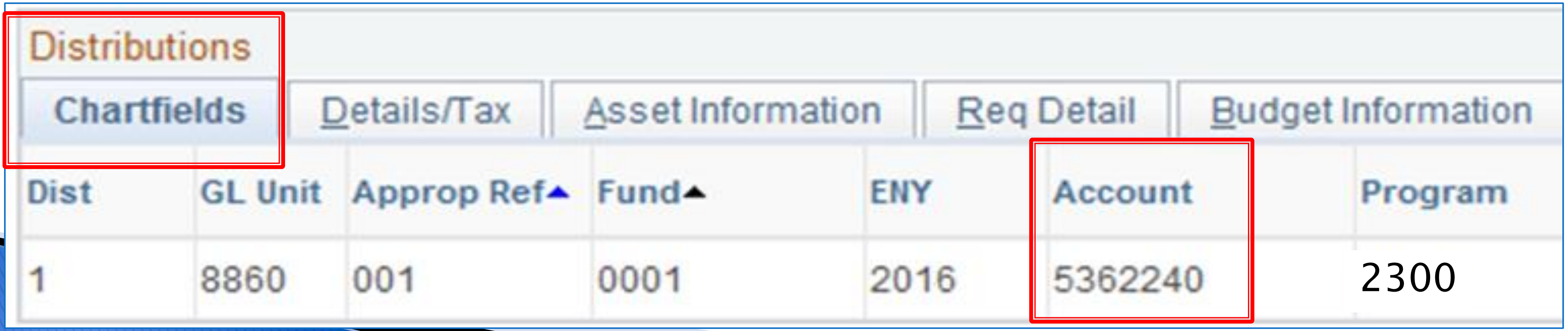
Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

PO Line shows item description for Network Service Equip



Line		Item Description	Category
1		Fluke Optiview S3 to XG Trade-	43222600

PO Distribution - Chartfields tab shows Account 5362240 - Computers & Computer Equipment


Distributions
Chartfields
Details/Tax
Asset Information
Req Detail
Budget Information

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2016	5362240	2300

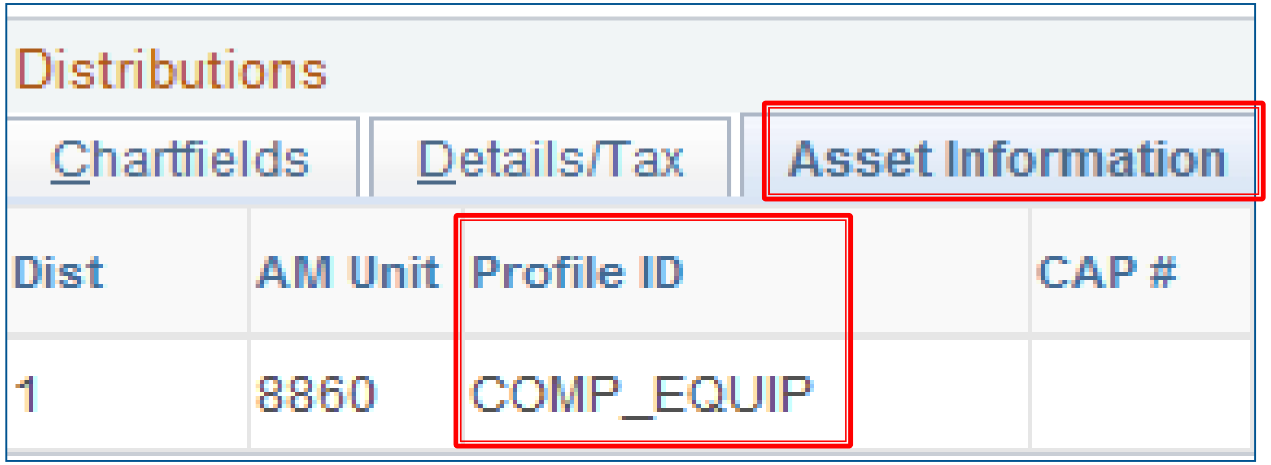
Asset Additions - Delivered Integration

Capital Asset PO Example 1 (continued)

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

Asset Information tab of Distribution/Chartfields page shows:

- AM Unit – 8860
- Profile ID – COMP_EQUIP



Distributions

Chartfields
Details/Tax
Asset Information

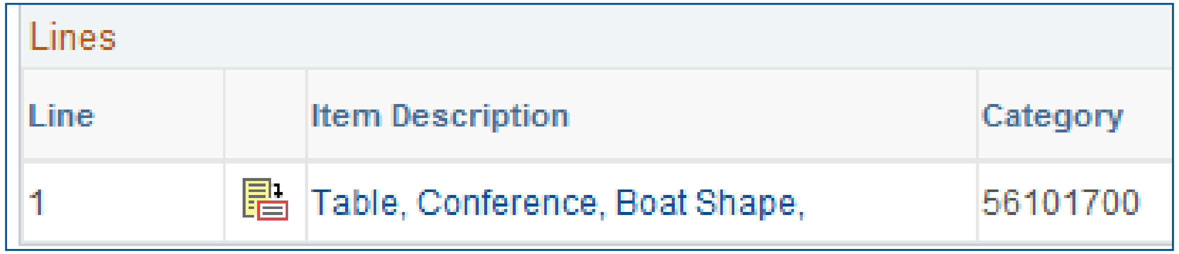
Dist	AM Unit	Profile ID	CAP #
1	8860	COMP_EQUIP	

Asset Additions - Delivered Integration

Non-Capital Asset PO Example 2

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

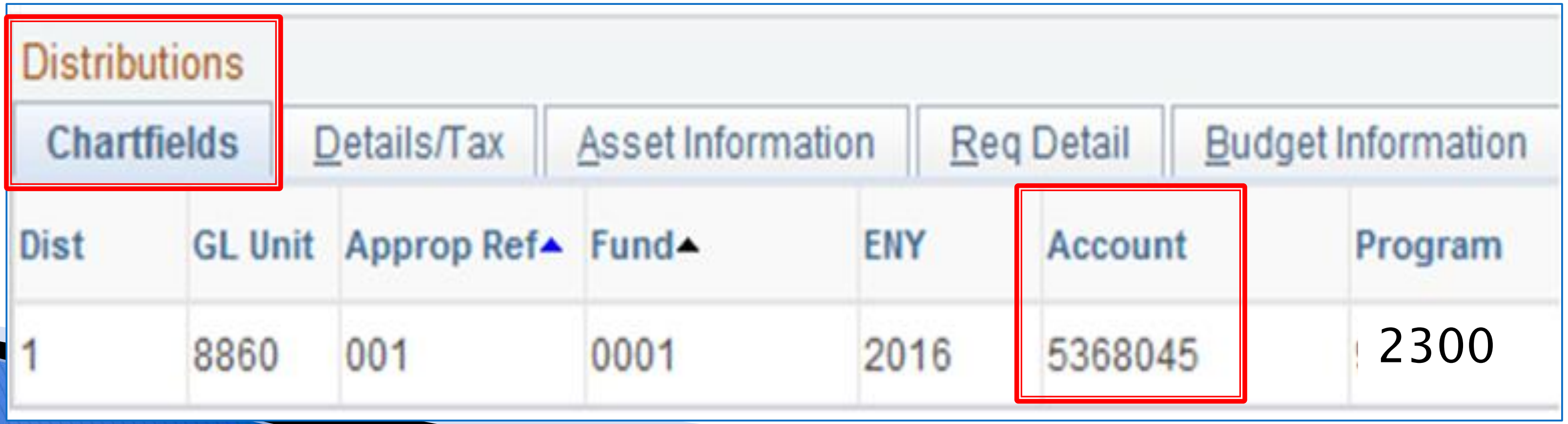
The PO Line shows item description for Office Furniture



Lines

Line		Item Description	Category
1		Table, Conference, Boat Shape,	56101700

The PO Distribution Chartfields shows Account 5368045 - Furniture



Distributions

Chartfields
Details/Tax
Asset Information
Req Detail
Budget Information

Dist	GL Unit	Approp Ref	Fund	ENY	Account	Program
1	8860	001	0001	2016	5368045	2300

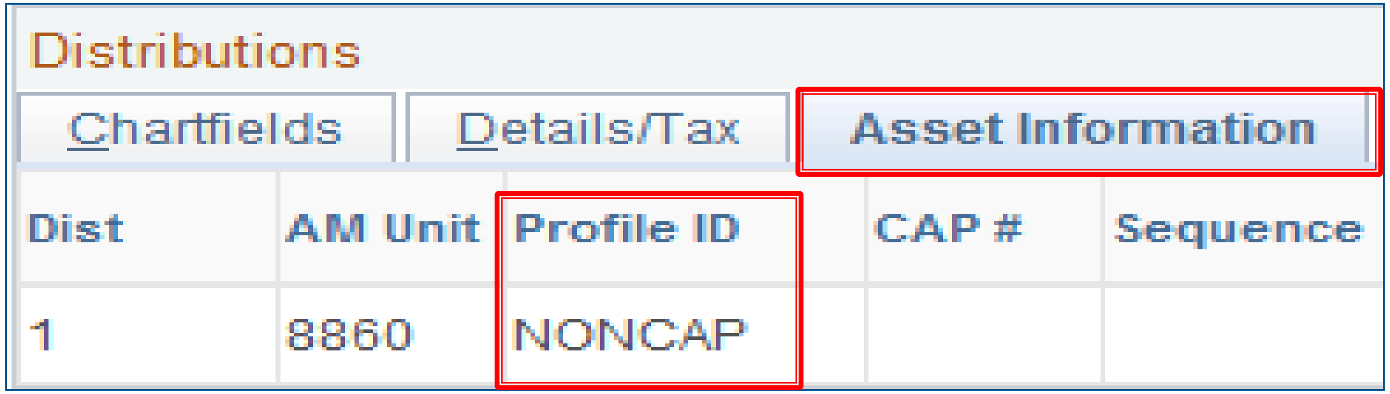
Asset Additions - Delivered Integration

Non-Capital Asset PO Example 2 (continued)

Purchasing > Purchase Orders > Review PO Information > Document Status > Purchase Orders

Asset Information tab of Distribution/Chartfields page shows:

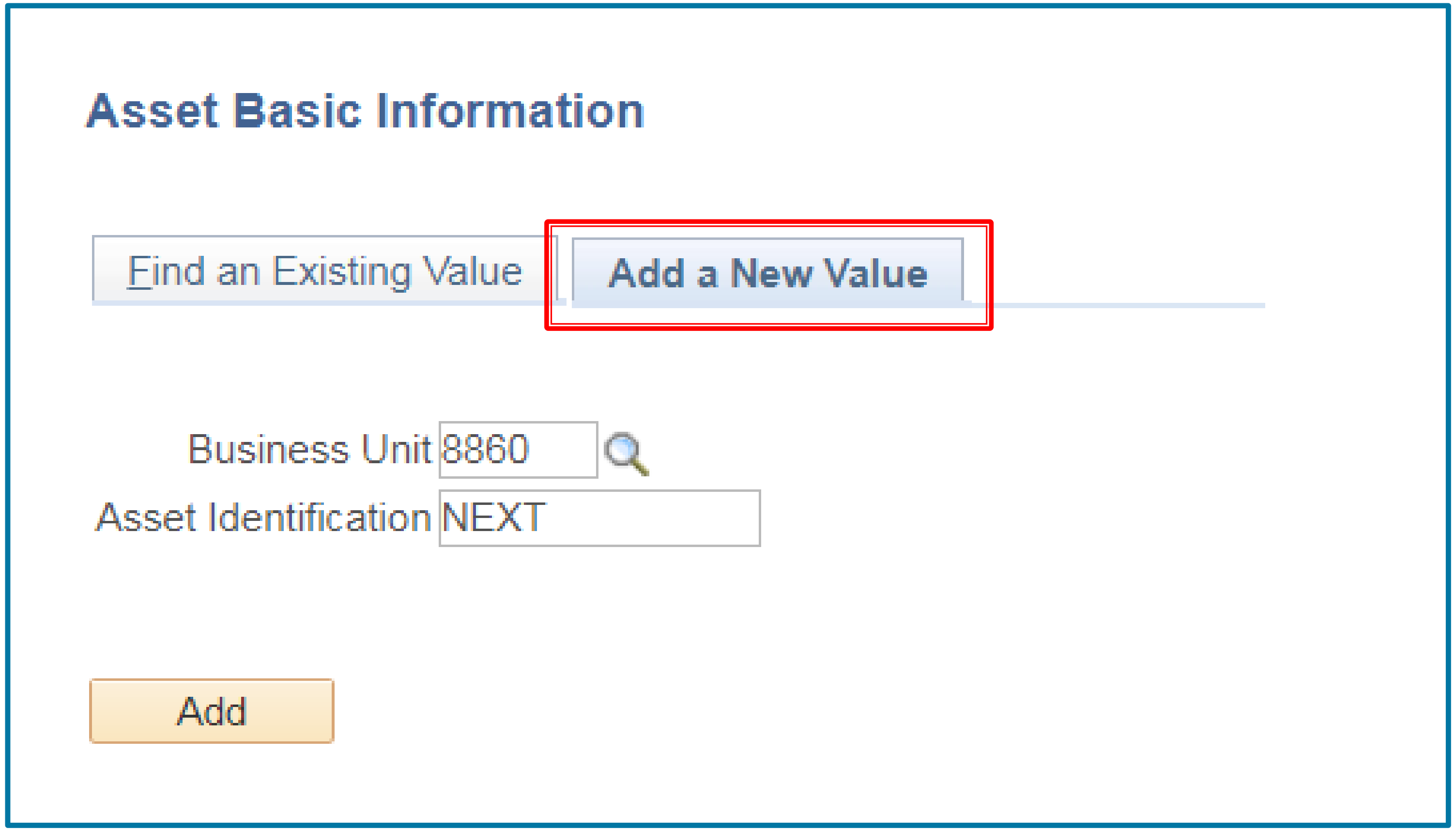
- AM Unit – 8860
- Profile ID - NONCAP


Distributions
Chartfields
Details/Tax
Asset Information

Dist	AM Unit	Profile ID	CAP #	Sequence
1	8860	NONCAP		

Asset Additions – Basic Add

Asset Management > Asset Transactions > Owned Assets >Basic Add



Asset Basic Information

Find an Existing Value
Add a New Value

Business Unit 8860

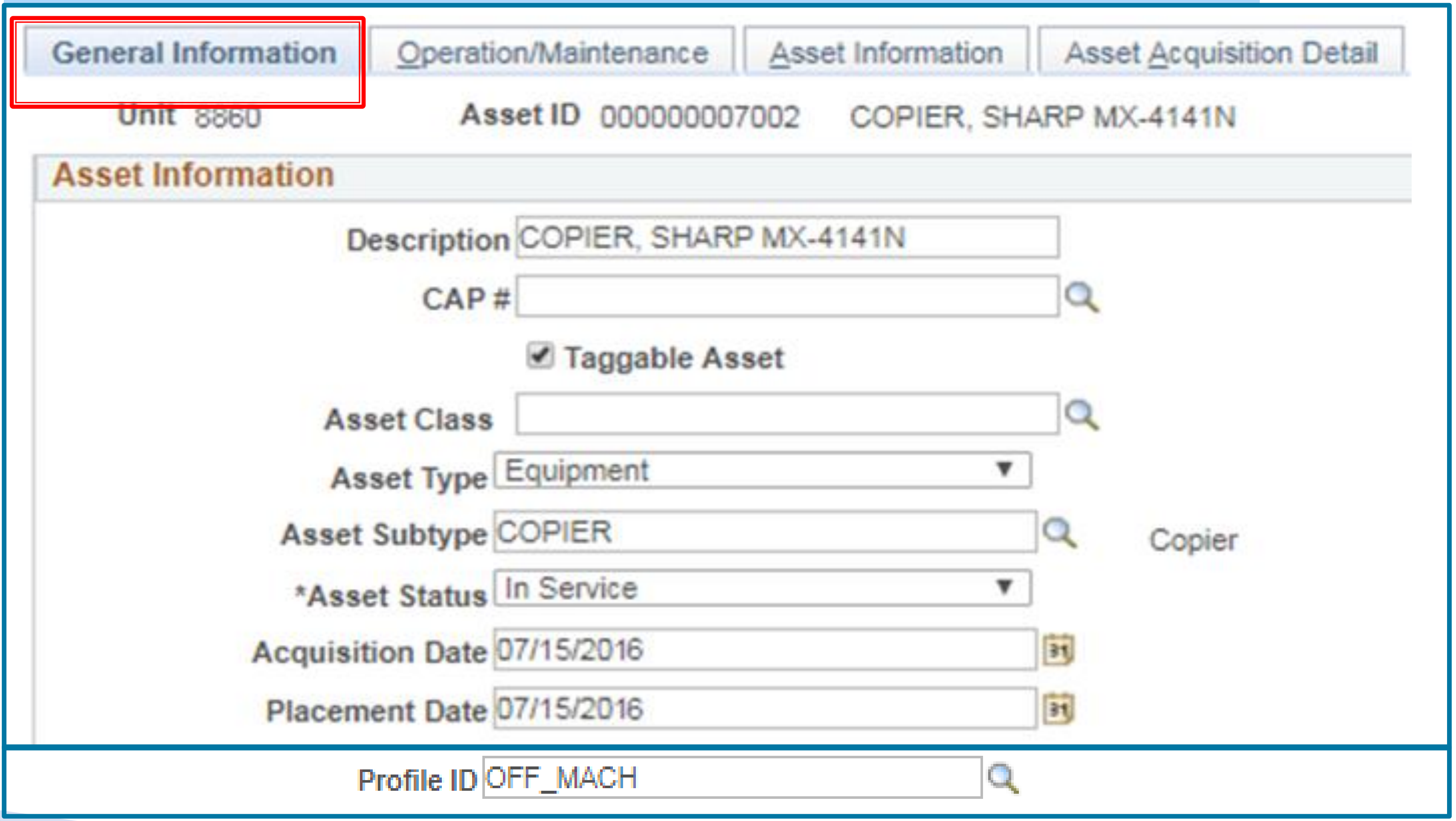
Asset Identification NEXT

Add

Asset Additions – Basic Add

Example 1

Asset Management > Asset Transactions > Owned Assets >Basic Add



General Information
Operation/Maintenance
Asset Information
Asset Acquisition Detail

Unit 8860 Asset ID 000000007002 COPIER, SHARP MX-4141N

Asset Information

Description COPIER, SHARP MX-4141N

CAP #

☑ Taggable Asset

Asset Class

Asset Type Equipment

Asset Subtype COPIER Copier

*Asset Status In Service

Acquisition Date 07/15/2016

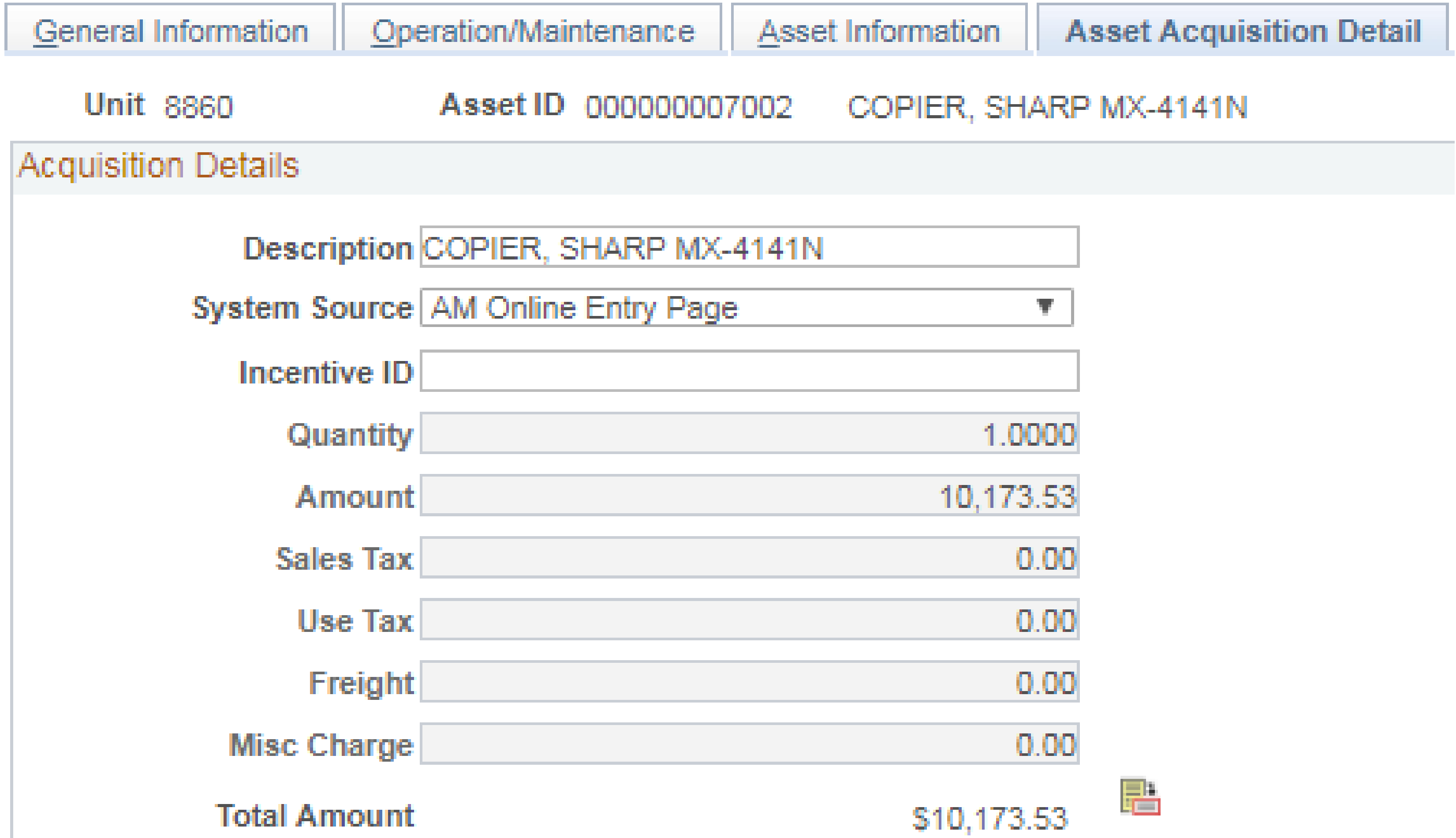
Placement Date 07/15/2016

Profile ID OFF_MACH

Asset Additions – Basic Add

Example 1 (continued)

Asset Management > Asset Transactions > Owned Assets >Basic Add


General Information
Operation/Maintenance
Asset Information
Asset Acquisition Detail

Unit 8860 **Asset ID** 000000007002 COPIER, SHARP MX-4141N

Acquisition Details

Description	COPIER, SHARP MX-4141N
System Source	AM Online Entry Page
Incentive ID	
Quantity	1.0000
Amount	10,173.53
Sales Tax	0.00
Use Tax	0.00
Freight	0.00
Misc Charge	0.00
Total Amount	$10,173.53

Asset Reconciliation

- Run Ledger Activity Report for asset related expenditures posted to Modified Accrual Ledger (GLs 5362 and 5368).

- Review Journal Entries and asset related documents: Purchase Order, Receipt and Voucher to validate accurate accounting of capital and non-capital assets

- Add/load your assets into the AM Module
  - (ref to Job Aid FI$Cal.246)

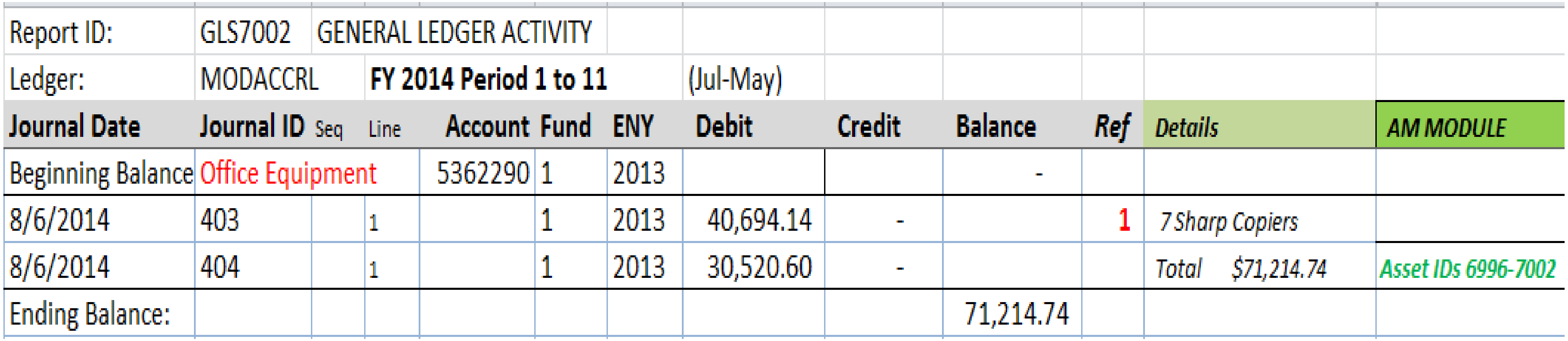
- Verify your accounting entries are created by running the Departmental Adjustment Trial Balance by Period and Changes of Capital Asset(Report 18)

Asset Reconciliation

Tip:

Run Ledger Activity Report in excel and use the worksheet to document asset related information.

Main Menu> General Ledger> General Reports> Ledger Activity



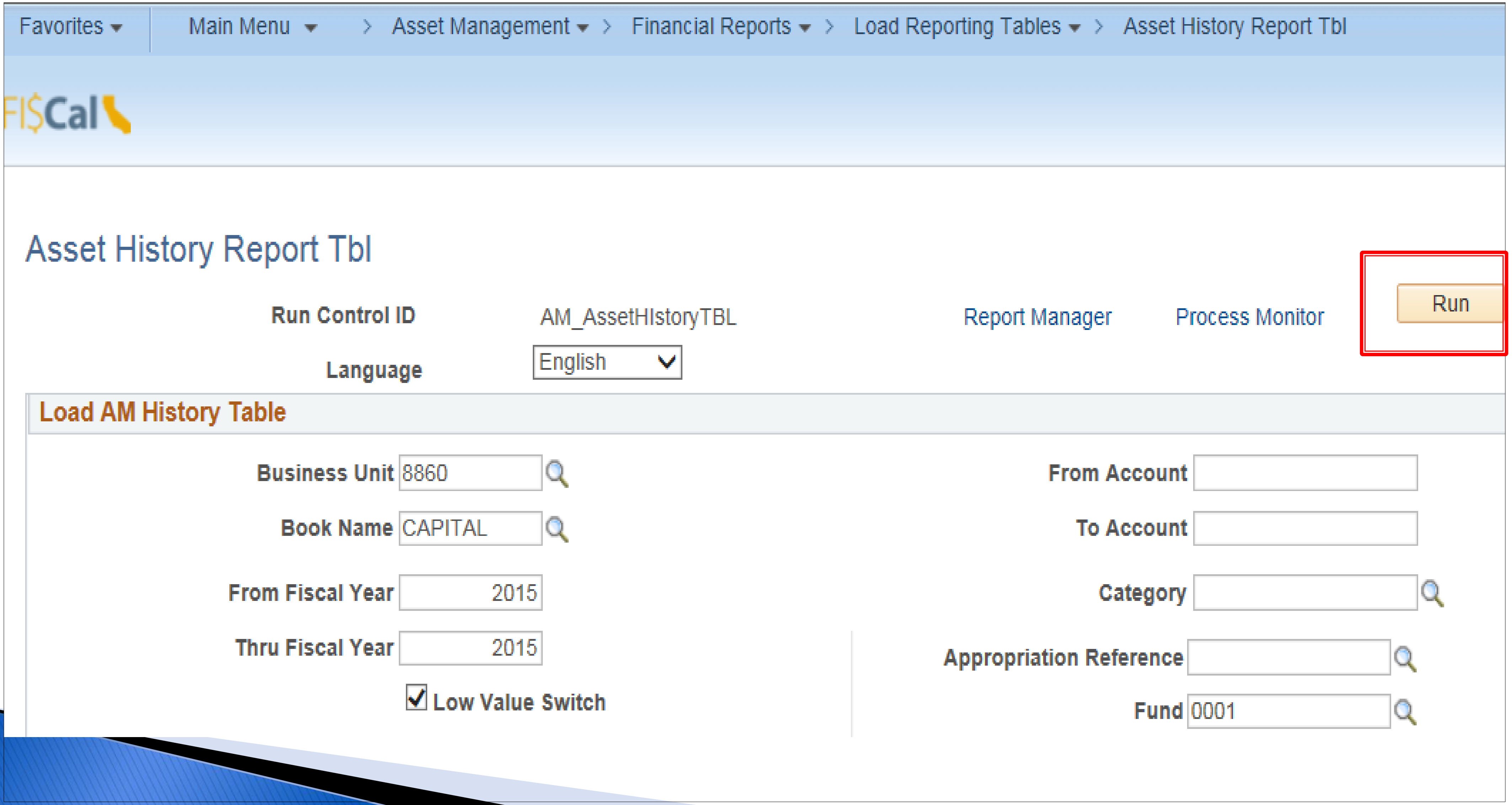
Report ID:	GLS7002	GENERAL LEDGER ACTIVITY										
Ledger:	MODACCRL		FY 2014 Period 1 to 11				(Jul-May)					
Journal Date	**Journal ID**	Seq	Line	**Account**	**Fund**	**ENY**	**Debit**	**Credit**	**Balance**	***Ref***	***Details***	***AM MODULE***
Beginning Balance	Office Equipment			5362290	1	2013			-			
8/6/2014	403		1		1	2013	40,694.14	-		1	*7 Sharp Copiers*	
8/6/2014	404		1		1	2013	30,520.60	-			*Total $71,214.74*	*Asset IDs 6996-7002*
Ending Balance:									71,214.74			

Tip:

Use Journal Vouchers to correct accounting entries for asset related vouchers posted to incorrect expenditure accounts

Asset Reports

Load Asset History Report Table


Favorites
Main Menu
Asset Management
Financial Reports
Load Reporting Tables
Asset History Report Tbl
FI$Cal
Report Manager
Process Monitor
Run

Asset History Report Tbl

Run Control ID AM_AssetHIstoryTBL

Language English

Load AM History Table

Business Unit 8860

Book Name CAPITAL

From Fiscal Year 2015

Thru Fiscal Year 2015

☑ Low Value Switch

From Account

To Account

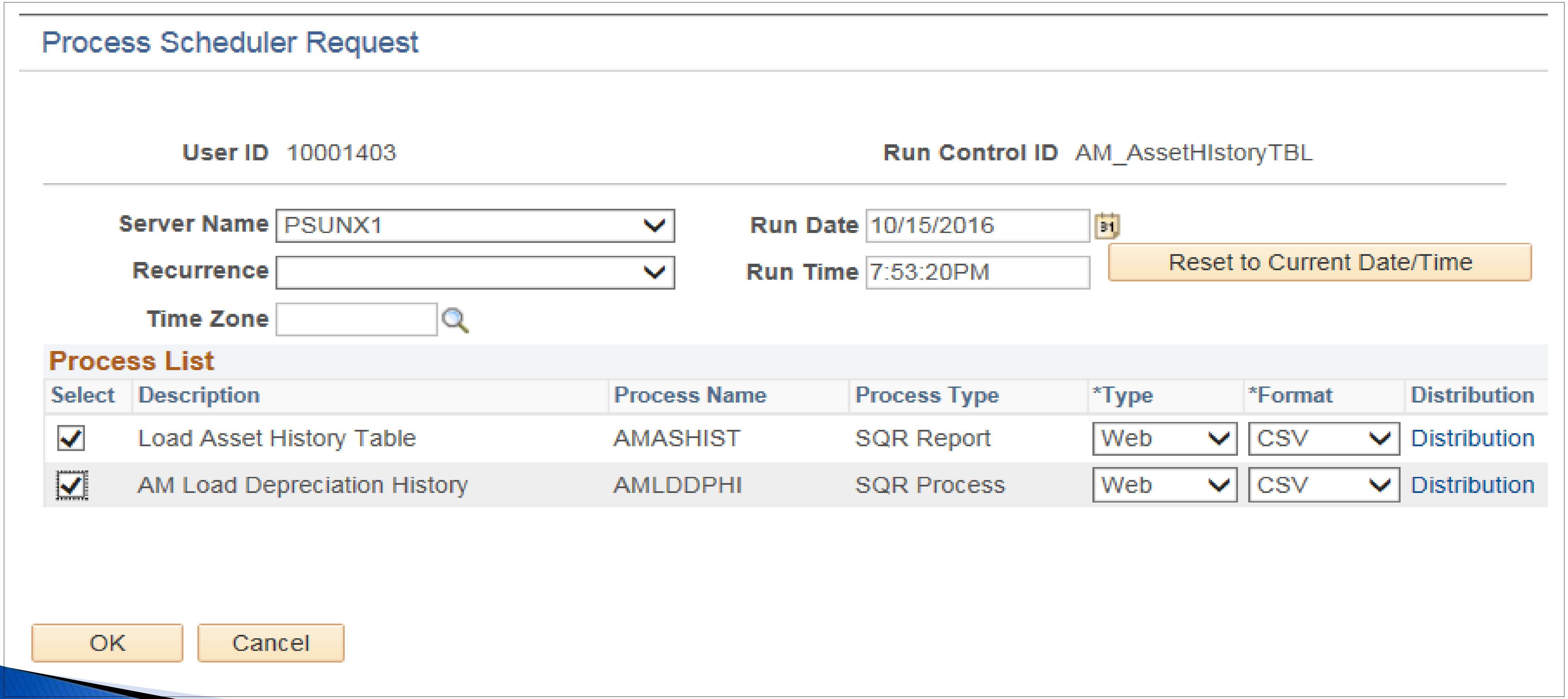
Category

Appropriation Reference

Fund 0001

Asset Reports

Load Asset History Report Table



Process Scheduler Request

User ID 10001403

Run Control ID AM_AssetHIstoryTBL

Server Name PSUNX1

Recurrence

Time Zone

Run Date 10/15/2016

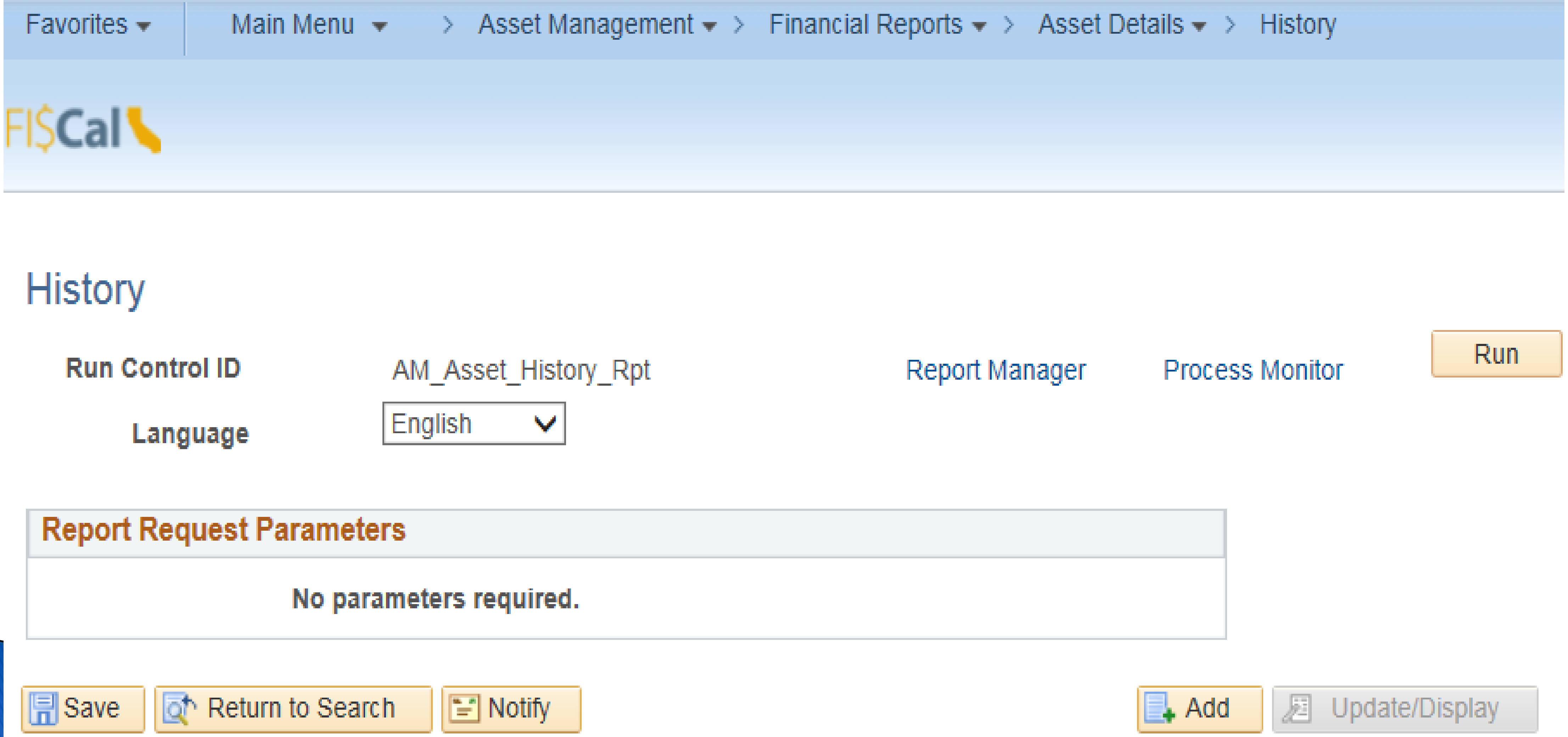
Run Time 7:53:20PM

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Load Asset History Table	AMASHIST	SQR Report	Web	CSV	Distribution
☑	AM Load Depreciation History	AMLDDPHI	SQR Process	Web	CSV	Distribution

Asset Reports

Run Asset History Report to obtain subsidiary detail of Capital Assets



Favorites
Main Menu
Asset Management
Financial Reports
Asset Details
History
FI$Cal
History
Report Manager
Process Monitor
Run
Save
Return to Search
Notify
Add
Update/Display

Run Control ID AM_Asset_History_Rpt

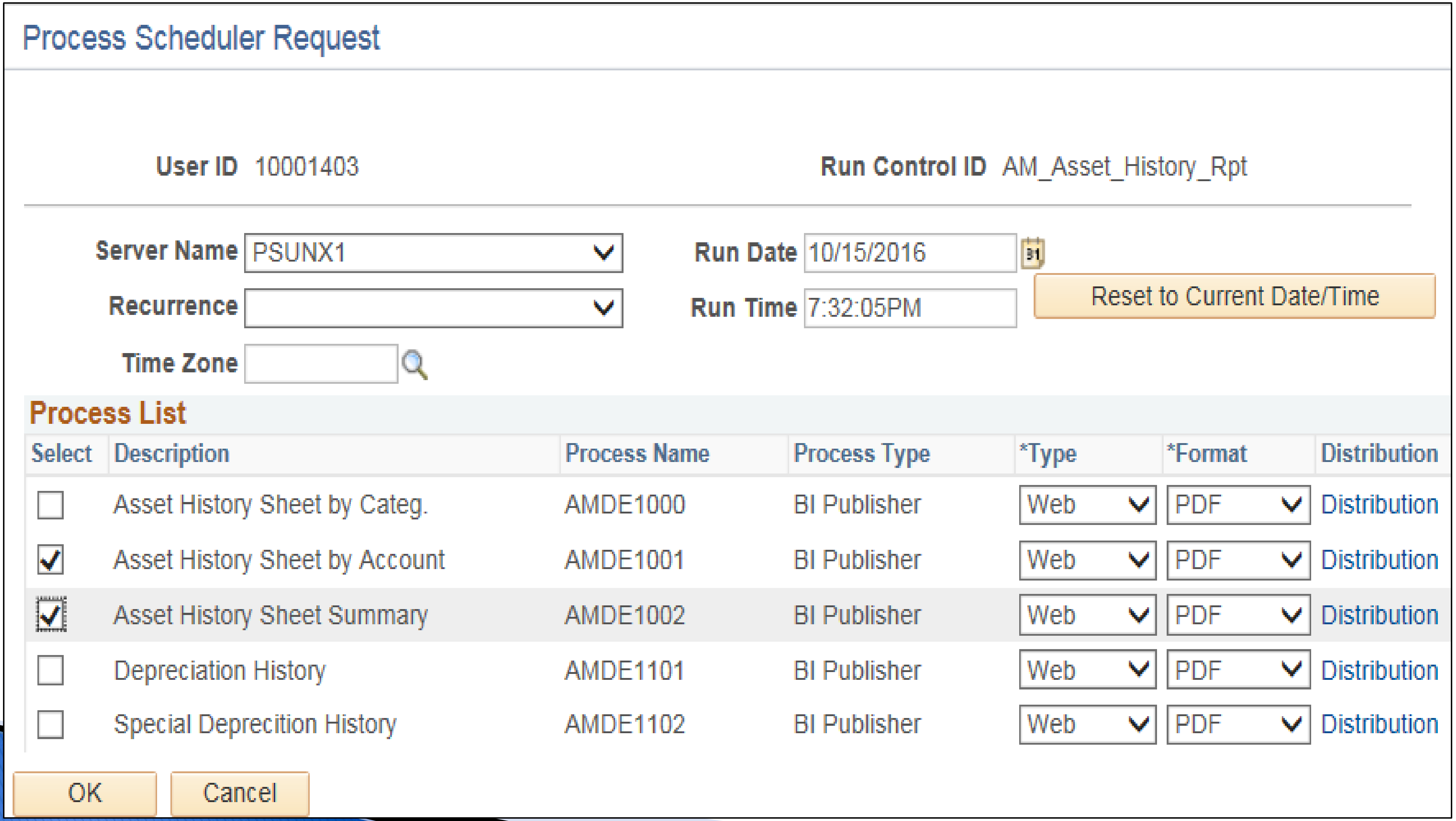
Language English

Report Request Parameters

No parameters required.

Asset Reports

Asset History Report



Process Scheduler Request

User ID 10001403

Run Control ID AM_Asset_History_Rpt

Server Name PSUNX1

Recurrence

Time Zone

Run Date 10/15/2016

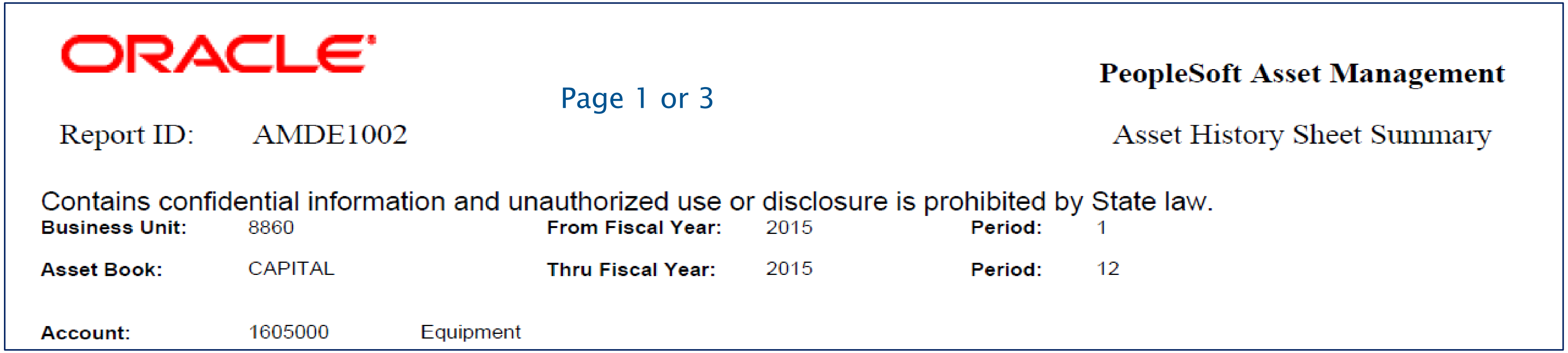
Run Time 7:32:05PM

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Asset History Sheet by Categ.	AMDE1000	BI Publisher	Web	PDF	Distribution
☑	Asset History Sheet by Account	AMDE1001	BI Publisher	Web	PDF	Distribution
☑	Asset History Sheet Summary	AMDE1002	BI Publisher	Web	PDF	Distribution
☐	Depreciation History	AMDE1101	BI Publisher	Web	PDF	Distribution
☐	Special Deprecition History	AMDE1102	BI Publisher	Web	PDF	Distribution

Asset Reports

Asset History Report shows Asset ID, Asset Description, Asset Cost and Depreciation information



Page 1 or 3

PeopleSoft Asset Management

Report ID: AMDE1002

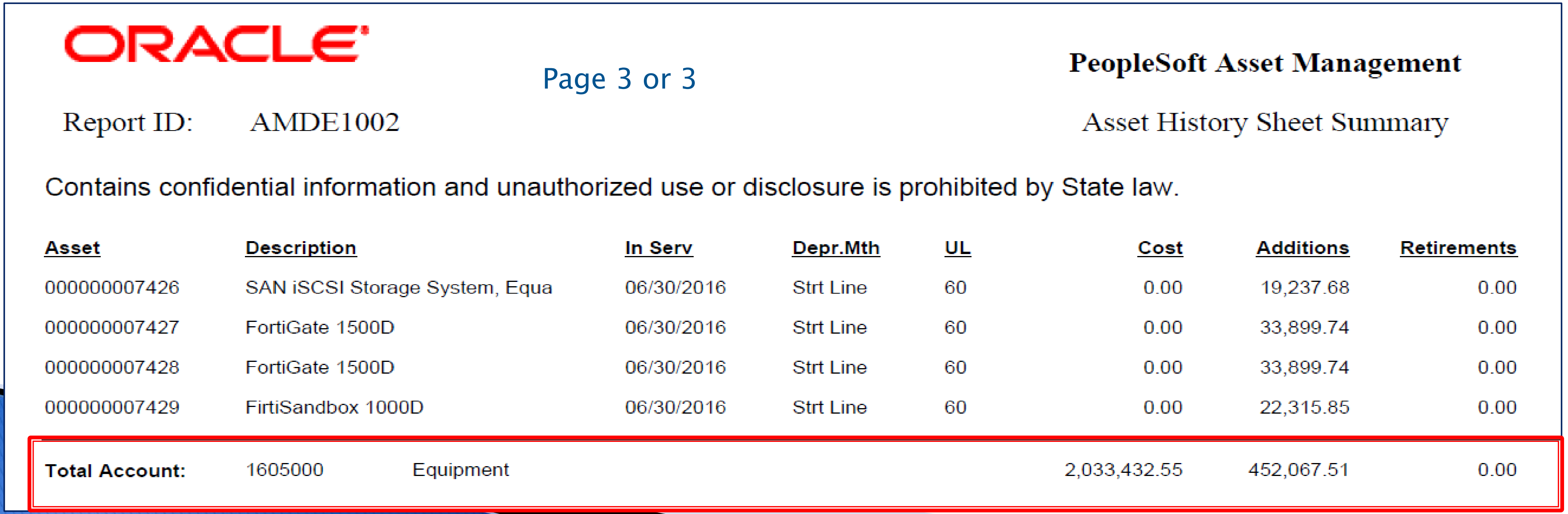
Asset History Sheet Summary

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Business Unit: 8860 **From Fiscal Year:** 2015 **Period:** 1

Asset Book: CAPITAL **Thru Fiscal Year:** 2015 **Period:** 12

Account: 1605000 Equipment



Page 3 or 3

PeopleSoft Asset Management

Report ID: AMDE1002

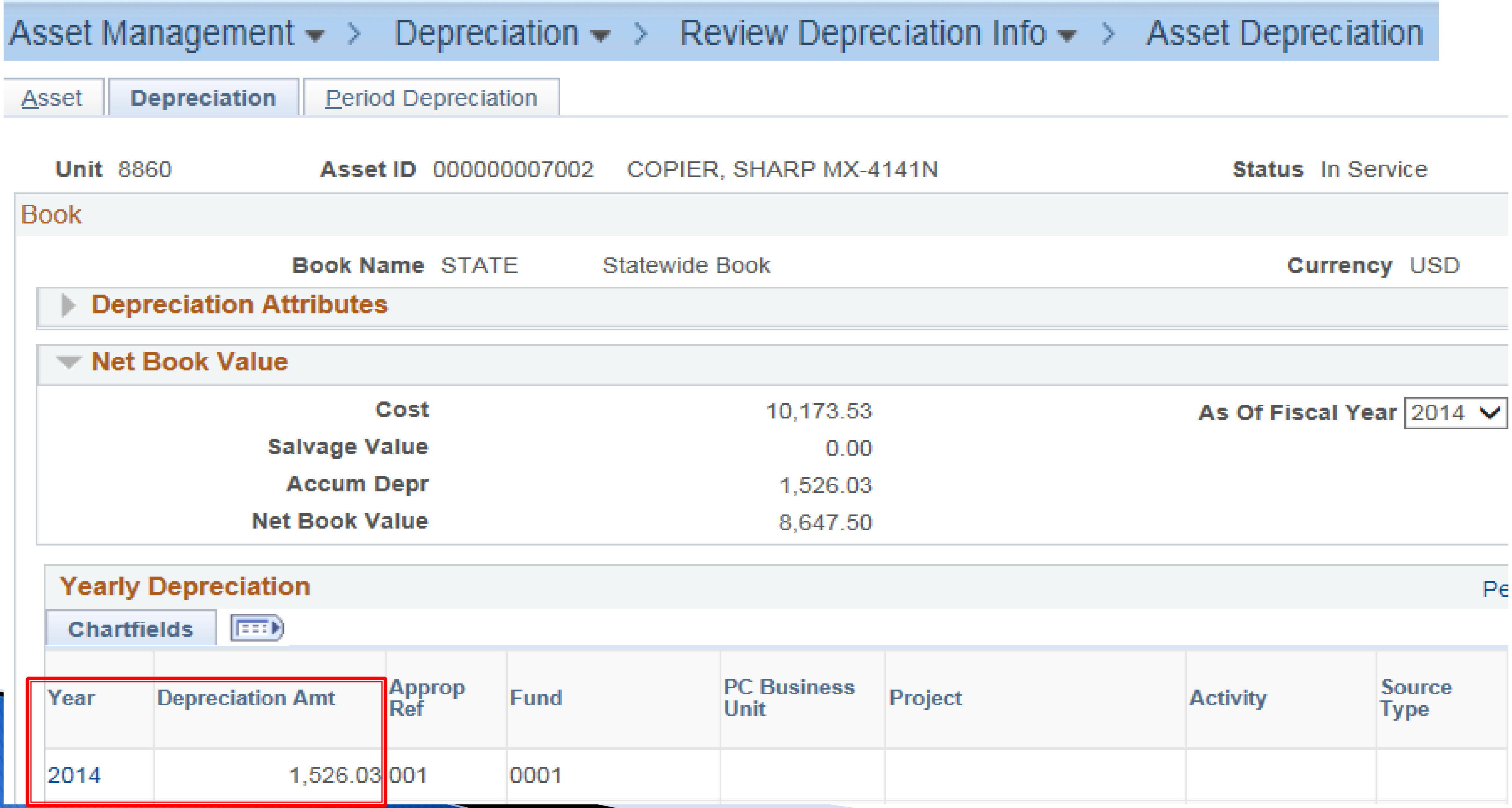
Asset History Sheet Summary

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Asset	**Description**	**In Serv**	**Depr.Mth**	**UL**	**Cost**	**Additions**	**Retirements**
000000007426	SAN iSCSI Storage System, Equa	06/30/2016	Strt Line	60	0.00	19,237.68	0.00
000000007427	FortiGate 1500D	06/30/2016	Strt Line	60	0.00	33,899.74	0.00
000000007428	FortiGate 1500D	06/30/2016	Strt Line	60	0.00	33,899.74	0.00
000000007429	FirtiSandbox 1000D	06/30/2016	Strt Line	60	0.00	22,315.85	0.00
Total Account:	1605000 Equipment				2,033,432.55	452,067.51	0.00

Asset Details – Depreciation

Review the Asset Cost and Depreciation Information on the Asset History report. The Asset Depreciation page shows Annual and Period depreciation for each asset


Asset Management
Depreciation
Review Depreciation Info
Asset Depreciation
Asset
Depreciation
Period Depreciation
Book
Depreciation Attributes
Net Book Value
Yearly Depreciation
Chartfields
Pe

Unit 8860 **Asset ID** 000000007002 COPIER, SHARP MX-4141N **Status** In Service

Book Name STATE Statewide Book **Currency** USD

As Of Fiscal Year 2014

Cost	10,173.53
Salvage Value	0.00
Accum Depr	1,526.03
Net Book Value	8,647.50

Year	Depreciation Amt	Approp Ref	Fund	PC Business Unit	Project	Activity	Source Type
2014	1,526.03	001	0001				

Asset Journal Entries – Accrual Adjustment Ledger

Departmental Adjustment Ledger(AM Journals)

Capital Asset Addition:

DR 1605000 – Equipment

CR 5362399 – Capitalized Equipment Purchase*

*(*Expenditure Contra Account exists for each Asset account)*

Capital Asset Depreciation:

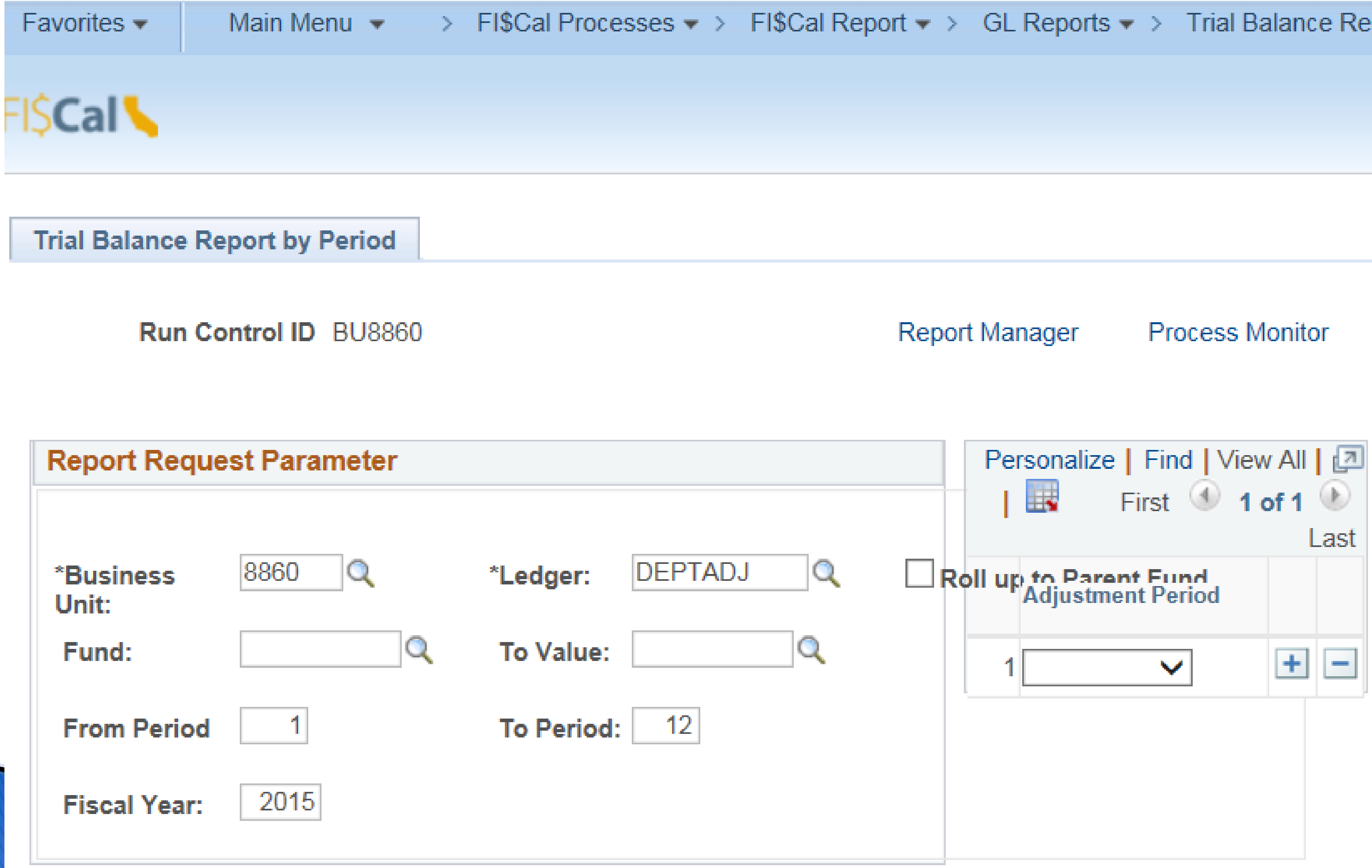
DR 5424400 – Depreciation - Equipment

CR 1605900 – Accumulated Depreciation Equipment

Accounting Entries for depreciation are created as part of the month end depreciation close process and posted to GL.

GL Reports – Accrual Adjustment Ledger

Run a Trial Balance Report by Period from the Departmental Adjustment Ledger to obtain capital asset account related GL balances.


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Trial Balance Report by Period
FI$Cal
Trial Balance Report by Period
Report Manager
Process Monitor
Run
Report Request Parameter
Personalize | Find | View All |
First 1 of 1 Last
Adjustment Period

Run Control ID BU8860

*Business Unit: 8860

*Ledger: DEPTADJ

☐ Roll up to Parent Fund

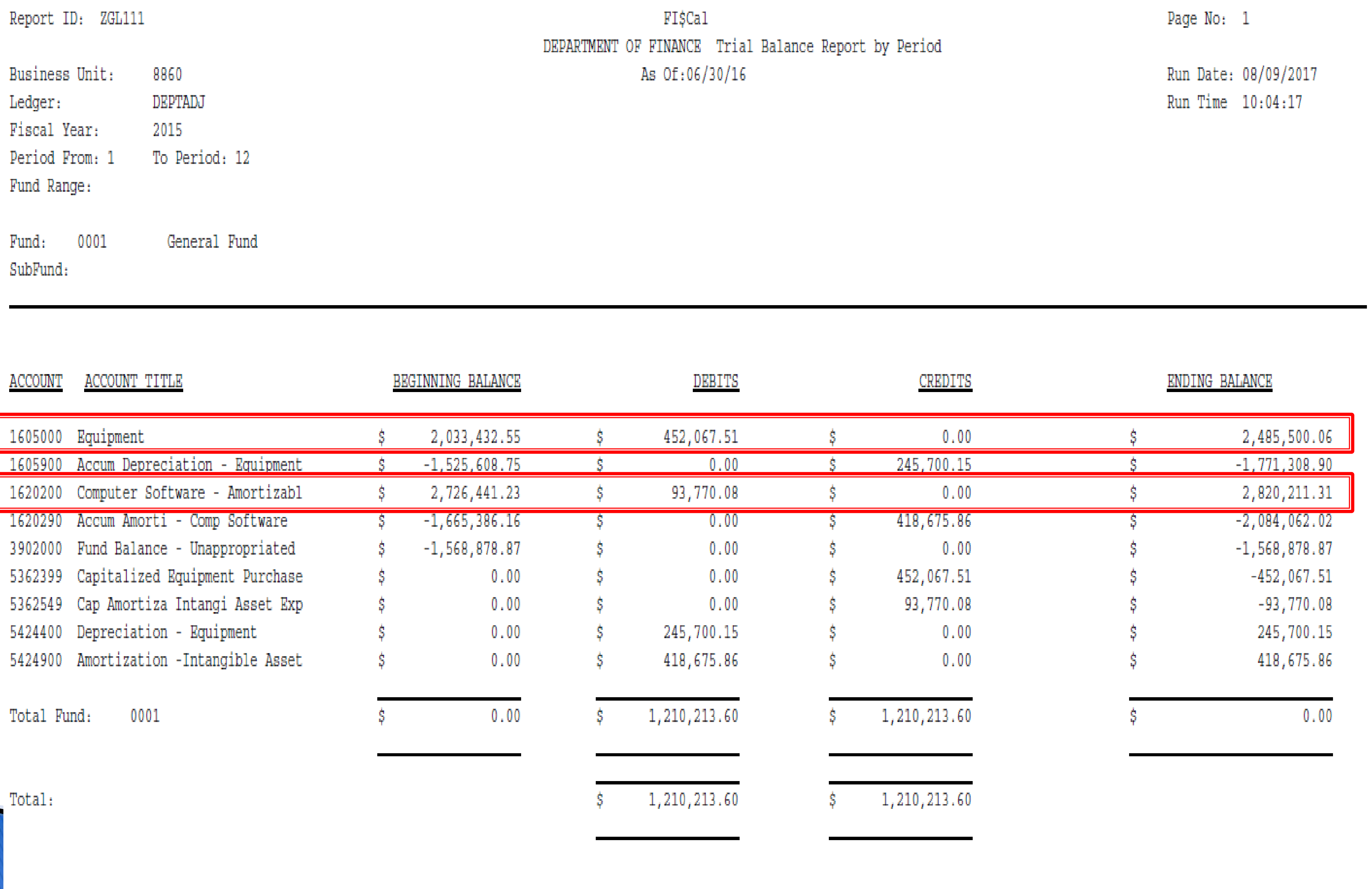
Fund:

To Value:

From Period: 1

To Period: 12

Fiscal Year: 2015



Report ID: ZGL111

FI$Cal

DEPARTMENT OF FINANCE Trial Balance Report by Period

As Of:06/30/16

Page No: 1

Business Unit: 8860

Ledger: DEPTADJ

Fiscal Year: 2015

Period From: 1 To Period: 12

Fund Range:

Run Date: 08/09/2017

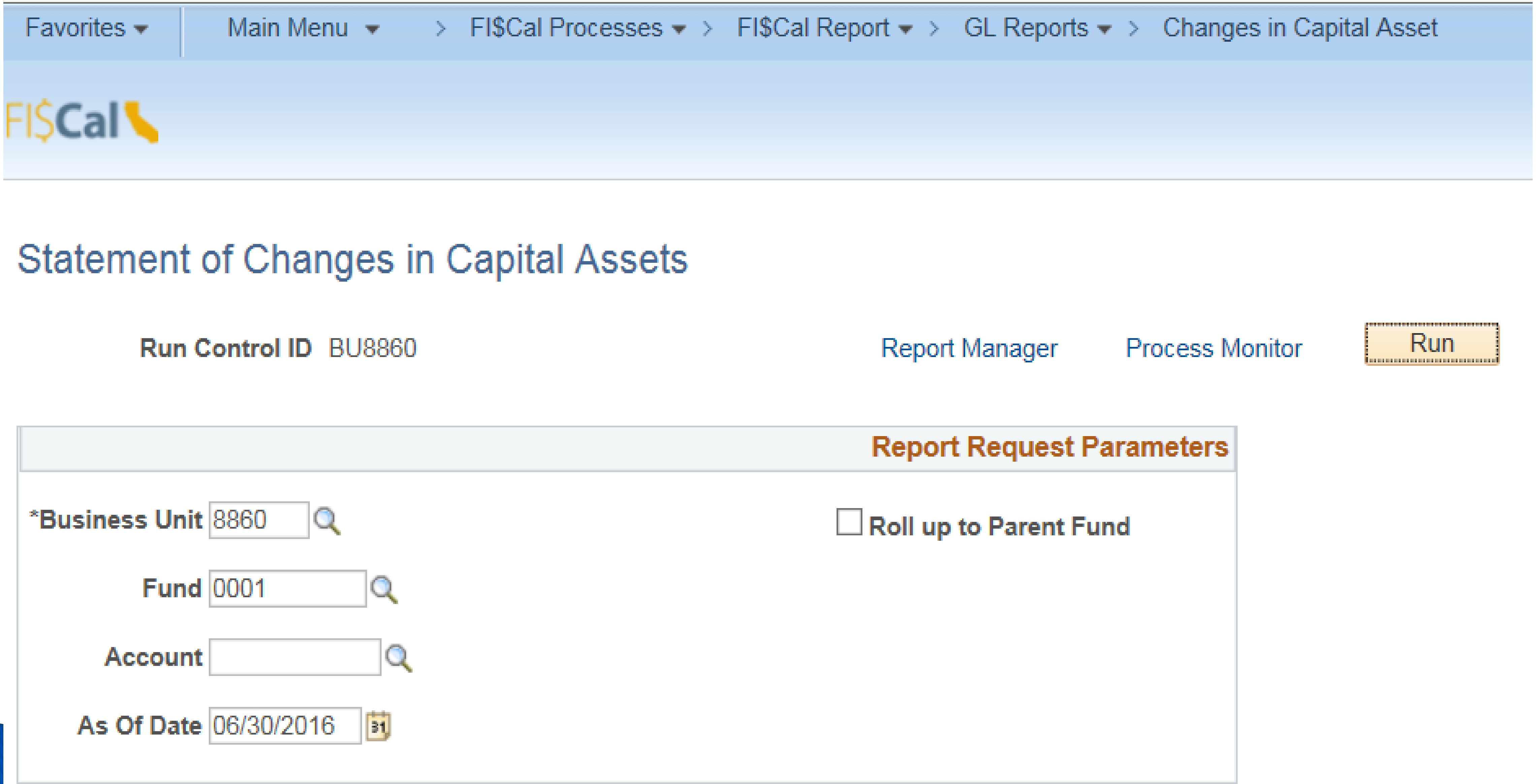
Run Time 10:04:17

Fund: 0001 General Fund

SubFund:

ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
1605000	Equipment	$ 2,033,432.55	$ 452,067.51	$ 0.00	$ 2,485,500.06
1605900	Accum Depreciation - Equipment	$ -1,525,608.75	$ 0.00	$ 245,700.15	$ -1,771,308.90
1620200	Computer Software - Amortizabl	$ 2,726,441.23	$ 93,770.08	$ 0.00	$ 2,820,211.31
1620290	Accum Amorti - Comp Software	$ -1,665,386.16	$ 0.00	$ 418,675.86	$ -2,084,062.02
3902000	Fund Balance - Unappropriated	$ -1,568,878.87	$ 0.00	$ 0.00	$ -1,568,878.87
5362399	Capitalized Equipment Purchase	$ 0.00	$ 0.00	$ 452,067.51	$ -452,067.51
5362549	Cap Amortiza Intangi Asset Exp	$ 0.00	$ 0.00	$ 93,770.08	$ -93,770.08
5424400	Depreciation - Equipment	$ 0.00	$ 245,700.15	$ 0.00	$ 245,700.15
5424900	Amortization -Intangible Asset	$ 0.00	$ 418,675.86	$ 0.00	$ 418,675.86
Total Fund:	0001	$ 0.00	$ 1,210,213.60	$ 1,210,213.60	$ 0.00
Total:			$ 1,210,213.60	$ 1,210,213.60	

Run a Changes in Capital Asset(Report 18) as of date quarterly.


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Changes in Capital Asset
FI$Cal
Report Manager
Process Monitor
Run

Statement of Changes in Capital Assets

Run Control ID BU8860

Report Request Parameters

***Business Unit** 8860

Fund 0001

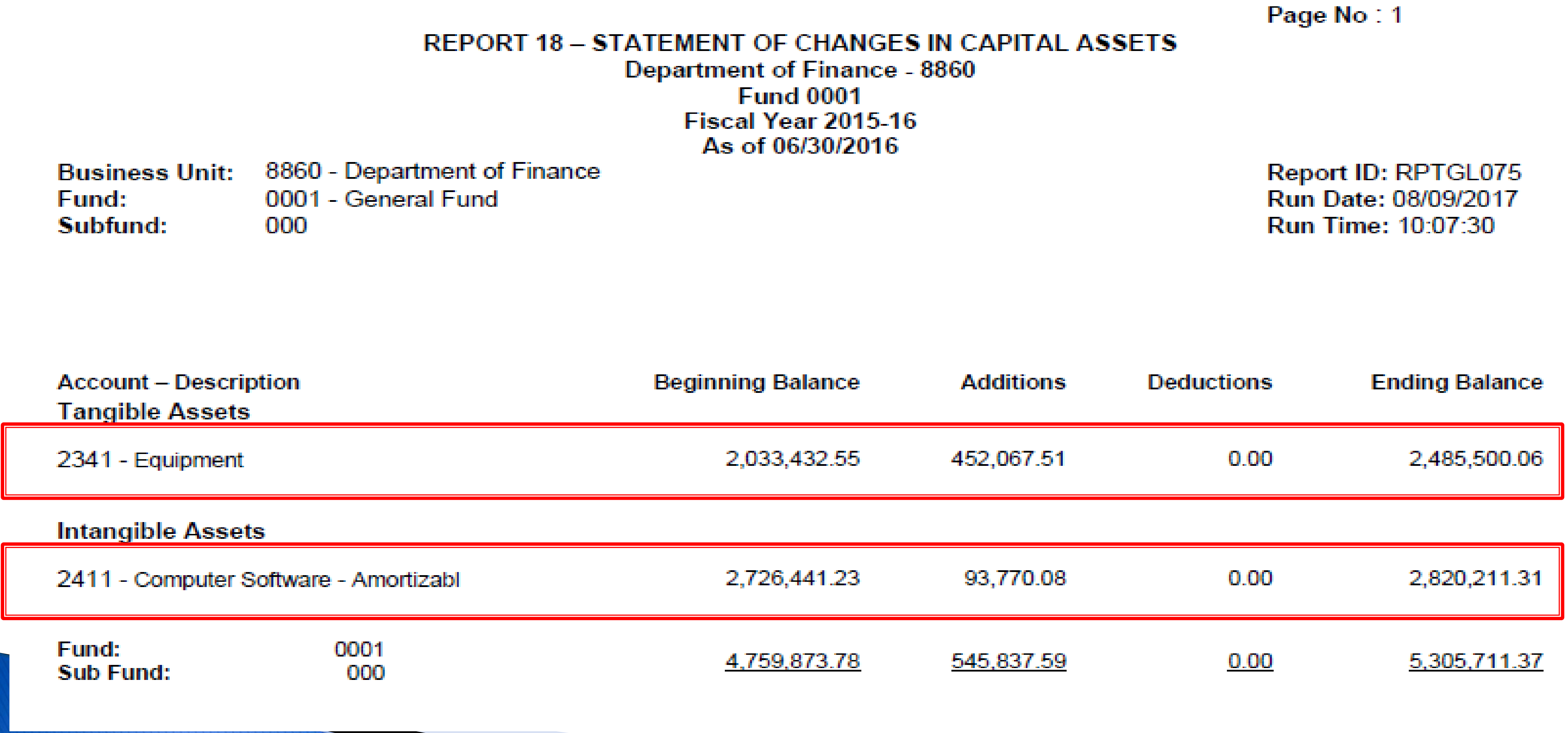
Account

As Of Date 06/30/2016

☐ **Roll up to Parent Fund**

Statement of Changes in Capital Asset

Run the Statement of Capital Assets (Report 18). Reconcile Additions and Deductions on Report 18 to the Asset History Report and GL Account balances on the Accrual Adjustment Ledger Trial Balance



Page No : 1

REPORT 18 – STATEMENT OF CHANGES IN CAPITAL ASSETS
Department of Finance - 8860
Fund 0001
Fiscal Year 2015-16
As of 06/30/2016

Business Unit: 8860 - Department of Finance
Fund: 0001 - General Fund
Subfund: 000

Report ID: RPTGL075
Run Date: 08/09/2017
Run Time: 10:07:30

Account – Description	Beginning Balance	Additions	Deductions	Ending Balance
Tangible Assets				
2341 - Equipment	2,033,432.55	452,067.51	0.00	2,485,500.06
Intangible Assets				
2411 - Computer Software - Amortizabl	2,726,441.23	93,770.08	0.00	2,820,211.31
Fund: 0001 **Sub Fund:** 000	4,759,873.78	545,837.59	0.00	5,305,711.37

Reconciling Assets in FI$Cal and Tips

- It is important to determine a purchase is an “Asset” in the procurement stage. Buyers should talk to Accounting and use the correct accounts and profiles.

- Review GL accounts as well, such as office supplies for posting errors. Use Journal Vouchers to correct.

- Review GL Activity Report (MODACCRL)to reconcile asset journals and amounts to PO’s and Vouchers.

- Review GL Activity and journals (DEPTADJ) to reconcile depreciation expense journals to subsidiary reports.

FI$Cal
Month End Training

Presented by Department of Finance
September 2017

Month-End Close:
Plan of Financial Adjustment and SCO/Agency Reconciliation Training

Presented by Department of Finance
September 2017

Day 2 Agenda

- Plan of Financial Adjustment (PFA)
  - Overview
  - PFA Reconciliation Worksheet
  - Exercise – PFA Reconciliation

- SCO/Agency Reconciliation
  - Overview and Concepts
  - Reconciliation Worksheet
  - Research Tools and Tips
  - Exercise - Reconciliation Worksheet

Plan of Financial Adjustment

Plan of Financial Adjustment - Overview

Purpose:

The Plan of Financial Adjustment (PFA) is a formal plan submitted to, and approved by the State Controller's Office. A PFA is used to make adjustments between funding sources for services rendered, supplies used or a proper proportion of other expenses.

PFA Report:

- Transactions populated on the PFA report may derive from Labor Distribution (LD), Allocations (ALO), Journal Vouchers (AP) and General Ledger Journals (ONL/SPJ)
- In FI$Cal, the offset account to expenditure allocations is FI$Cal Account 1240030 – Due From General Ledger Journal and Account 2010030 - Due To General Ledger Journal.

Plan of Financial Adjustment – Overview (cont'd)

PFA Logic:

- Transactions included on PFA report:
  - Journal Vouchers (AP) containing Program 9999 or 9900100
  - General Ledger (GL) Journals using journal source: ONL and/or SPJ containing Program 9999, 9900100 or 9900200
  - Labor Allocation (LD)
  - Cost Allocation (ALO)
- Transactions **NOT** included on PFA report:
  - Accounts Receivable and Accounts Payable (AP) module transactions
  - Journal Vouchers (AP) **not** containing Program 9999 or 9900100
  - GL Journals using journal source: NPF
  - GL Journals using journal source: ONL and/or SPJ **not** containing Program 9999, 9900100 or 9900200

Plan of Financial Adjustment – Overview (cont'd)

PFA Reconciliation:

- Understand the logic of the PFA report
- Understand the transactions included in the PFA report
- Determine if adjustments to the PFA report are needed
- Ensure PFA report nets to zero by Enactment Year (ENY)

Plan of Financial Adjustment - Tools

- **Reports:**
  - Plan of Financial Adjustment (PFA) Report – Job Aid FI$Cal.038
    - Summary of PFA transactions by appropriation
    - Resembles the SCO transaction Request

  - ZZ_PFA_TRANSACTIONS Query – Job Aid FI$Cal.038
    - Detailed level of PFA transactions by appropriation
    - Tool used to research transactions

- **Commitment Control:**
  - Budget Overview
    - Online query providing real-time information by chartfield value for a specified date

SCO/Agency Reconciliation

FI$Cal SCO/Agency Reconciliation

This segment will cover:

- Overview/Concepts
- Reconciliation worksheet
- Research tools and tips

SCO/Agency Reconciliation - Overview

The SCO/Agency Reconciliation Worksheet is a consolidated reconciliation of all Enactment Years, Programs and Categories for each Fund.

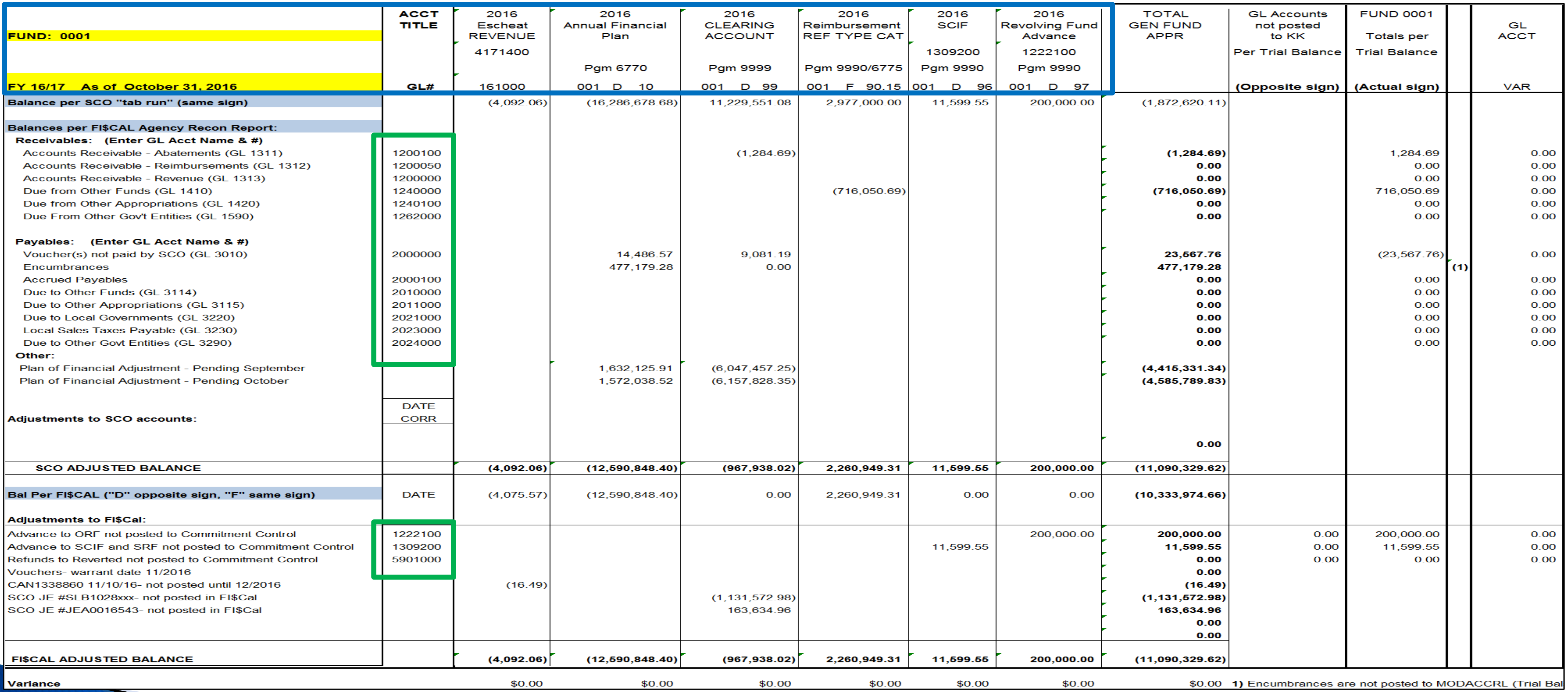
Purpose:

The consolidated SCO/Agency Reconciliation worksheet will assist departments as follows:

1. Reconcile department appropriation balances to the State Controller's Office (SCO) appropriation balances
2. Reconcile Commitment Control to the General Ledger
3. At year-end, assist with preparing manual financial statements (e.g. Report 1, Report 2, Report 5, and Report 15)

Note: The consolidated SCO/Agency reconciliation must be completed for each Fund.

SCO Agency Reconciliation Worksheet



FUND: 0001	**ACCT TITLE**	2016 Escheat REVENUE	2016 Annual Financial Plan	2016 CLEARING ACCOUNT	2016 Reimbursement REF TYPE CAT	2016 SCIF	2016 Revolving Fund Advance	TOTAL GEN FUND APPR	GL Accounts not posted to KK	FUND 0001		GL ACCT
		4171400				1309200	1222100		Per Trial Balance	Totals per Trial Balance		
			Pgm 6770	Pgm 9999	Pgm 9990/6775	Pgm 9990	Pgm 9990					
FY 16/17 As of October 31, 2016	**GL#**	161000	001 D 10	001 D 99	001 F 90.15	001 D 96	001 D 97		**(Opposite sign)**	**(Actual sign)**		VAR
Balance per SCO "tab run" (same sign)		(4,092.06)	(16,286,678.68)	11,229,551.08	2,977,000.00	11,599.55	200,000.00	(1,872,620.11)				
Balances per FI$CAL Agency Recon Report:												
Receivables: (Enter GL Acct Name & #)												
Accounts Receivable - Abatements (GL 1311)	1200100			(1,284.69)				**(1,284.69)**		1,284.69		0.00
Accounts Receivable - Reimbursements (GL 1312)	1200050							**0.00**		0.00		0.00
Accounts Receivable - Revenue (GL 1313)	1200000							**0.00**		0.00		0.00
Due from Other Funds (GL 1410)	1240000				(716,050.69)			**(716,050.69)**		716,050.69		0.00
Due from Other Appropriations (GL 1420)	1240100							**0.00**		0.00		0.00
Due From Other Gov't Entities (GL 1590)	1262000							**0.00**		0.00		0.00
Payables: (Enter GL Acct Name & #)												
Voucher(s) not paid by SCO (GL 3010)	2000000		14,486.57	9,081.19				**23,567.76**		(23,567.76)		0.00
Encumbrances			477,179.28	0.00				**477,179.28**			**(1)**	
Accrued Payables	2000100							**0.00**		0.00		0.00
Due to Other Funds (GL 3114)	2010000							**0.00**		0.00		0.00
Due to Other Appropriations (GL 3115)	2011000							**0.00**		0.00		0.00
Due to Local Governments (GL 3220)	2021000							**0.00**		0.00		0.00
Local Sales Taxes Payable (GL 3230)	2023000							**0.00**		0.00		0.00
Due to Other Govt Entities (GL 3290)	2024000							**0.00**		0.00		0.00
Other:												
Plan of Financial Adjustment - Pending September			1,632,125.91	(6,047,457.25)				**(4,415,331.34)**				
Plan of Financial Adjustment - Pending October			1,572,038.52	(6,157,828.35)				**(4,585,789.83)**				
Adjustments to SCO accounts:	DATE CORR											
								0.00				
SCO ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)	(12,590,848.40)	0.00	2,260,949.31	0.00	0.00	**(10,333,974.66)**				
Adjustments to Fi$Cal:												
Advance to ORF not posted to Commitment Control	1222100						200,000.00	**200,000.00**	0.00	200,000.00		0.00
Advance to SCIF and SRF not posted to Commitment Control	1309200					11,599.55		**11,599.55**	0.00	11,599.55		0.00
Refunds to Reverted not posted to Commitment Control	5901000							**0.00**	0.00	0.00		0.00
Vouchers- warrant date 11/2016								**0.00**				
CAN1338860 11/10/16- not posted until 12/2016		(16.49)						**(16.49)**				
SCO JE #SLB1028xxx- not posted in FI$Cal				(1,131,572.98)				**(1,131,572.98)**				
SCO JE #JEA0016543- not posted in FI$Cal				163,634.96				**163,634.96**				
								0.00				
								0.00				
FI$CAL ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**1)** Encumbrances are not posted to MODACCRL (Trial Bal			

Handout 1

A. Appropriations (Programs/ENY/Categories): FI$Cal Appropriation/SCO Appropriation

B. General Ledger Accounts: Balance Sheet Accounts

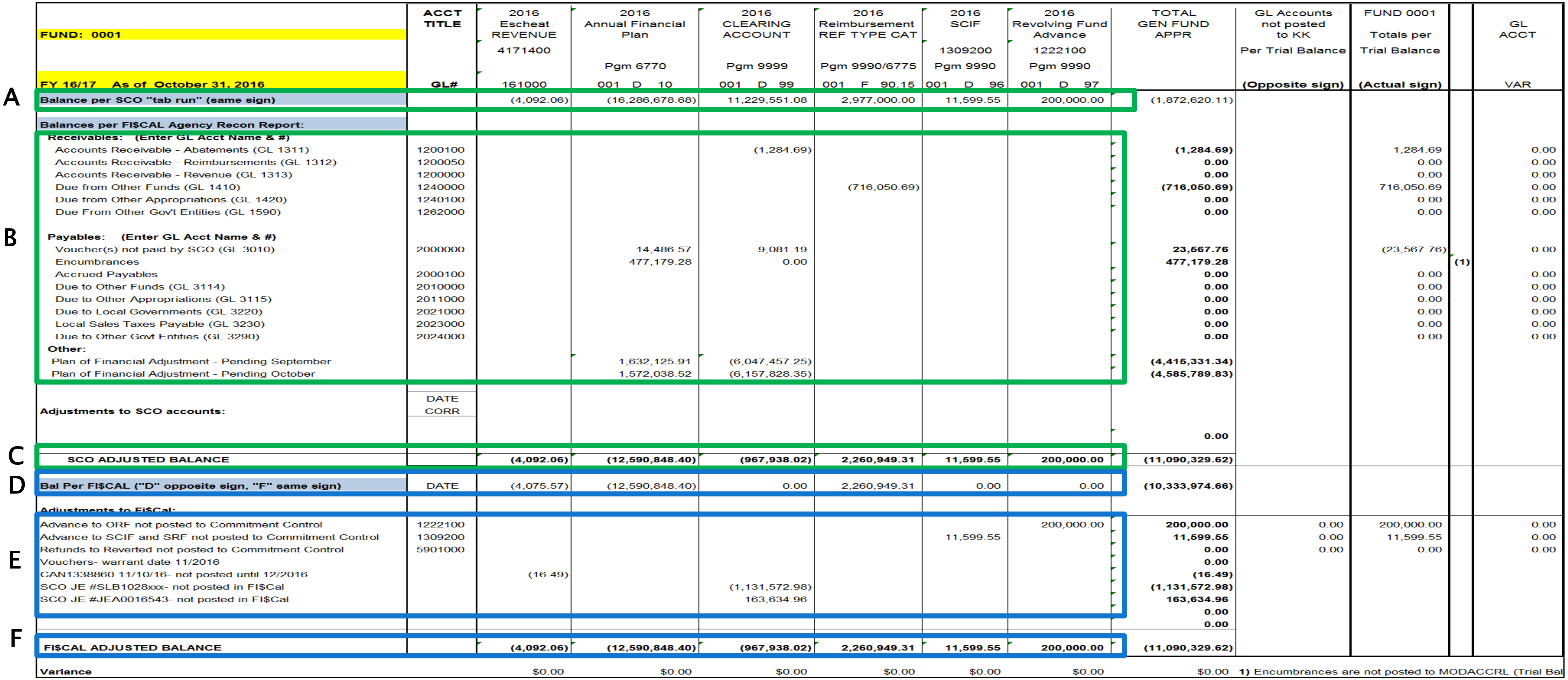
SCO/Agency Reconciliation - Worksheet

Reconcile department balances to SCO balances:

- Department appropriation expenditures = Modified Accrual basis
- SCO appropriation expenditures = Cash basis

Purpose: Ensure all transactions between both systems are recorded properly and accruals to the SCO have been identified by Fund, ENY, Program and Category

SCO Agency Reconciliation Worksheet – FI$Cal to SCO



FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Escheat REVENUE 4171400 161000	2016 Annual Financial Plan Pgm 6770 001 D 10	2016 CLEARING ACCOUNT Pgm 9999 001 D 99	2016 Reimbursement REF TYPE CAT Pgm 9990/6775 001 F 90.15	2016 SCIF 1309200 Pgm 9990 001 D 96	2016 Revolving Fund Advance 1222100 Pgm 9990 001 D 97	TOTAL GEN FUND APPR	GL Accounts not posted to KK Per Trial Balance (Opposite sign)	FUND 0001 Totals per Trial Balance (Actual sign)		GL ACCT VAR
Balance per SCO "tab run" (same sign)		(4,092.06)	(16,286,678.68)	11,229,551.08	2,977,000.00	11,599.55	200,000.00	(1,872,620.11)				
Balances per FI$CAL Agency Recon Report:												
Receivables: (Enter GL Acct Name & #)												
Accounts Receivable - Abatements (GL 1311)	1200100			(1,284.69)				**(1,284.69)**		1,284.69		0.00
Accounts Receivable - Reimbursements (GL 1312)	1200050							**0.00**		0.00		0.00
Accounts Receivable - Revenue (GL 1313)	1200000							**0.00**		0.00		0.00
Due from Other Funds (GL 1410)	1240000				(716,050.69)			**(716,050.69)**		716,050.69		0.00
Due from Other Appropriations (GL 1420)	1240100							**0.00**		0.00		0.00
Due From Other Gov't Entities (GL 1590)	1262000							**0.00**		0.00		0.00
Payables: (Enter GL Acct Name & #)												
Voucher(s) not paid by SCO (GL 3010)	2000000		14,486.57	9,081.19				**23,567.76**		(23,567.76)		0.00
Encumbrances			477,179.28	0.00				**477,179.28**			**(1)**	
Accrued Payables	2000100							**0.00**		0.00		0.00
Due to Other Funds (GL 3114)	2010000							**0.00**		0.00		0.00
Due to Other Appropriations (GL 3115)	2011000							**0.00**		0.00		0.00
Due to Local Governments (GL 3220)	2021000							**0.00**		0.00		0.00
Local Sales Taxes Payable (GL 3230)	2023000							**0.00**		0.00		0.00
Due to Other Govt Entities (GL 3290)	2024000							**0.00**		0.00		0.00
Other:												
Plan of Financial Adjustment - Pending September			1,632,125.91	(6,047,457.25)				**(4,415,331.34)**				
Plan of Financial Adjustment - Pending October			1,572,038.52	(6,157,828.35)				**(4,585,789.83)**				
Adjustments to SCO accounts:	DATE CORR											
								0.00				
SCO ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)	(12,590,848.40)	0.00	2,260,949.31	0.00	0.00	**(10,333,974.66)**				
Adjustments to FI$Cal:												
Advance to ORF not posted to Commitment Control	1222100						200,000.00	**200,000.00**	0.00	200,000.00		0.00
Advance to SCIF and SRF not posted to Commitment Control	1309200					11,599.55		**11,599.55**	0.00	11,599.55		0.00
Refunds to Reverted not posted to Commitment Control	5901000							**0.00**	0.00	0.00		0.00
Vouchers- warrant date 11/2016								**0.00**				
CAN1338860 11/10/16- not posted until 12/2016		(16.49)						**(16.49)**				
SCO JE #SLB1028xxx- not posted in FI$Cal				(1,131,572.98)				**(1,131,572.98)**				
SCO JE #JEA0016543- not posted in FI$Cal				163,634.96				**163,634.96**				
								0.00				
								0.00				
FI$CAL ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**1)** Encumbrances are not posted to MODACCRL (Trial Bal			

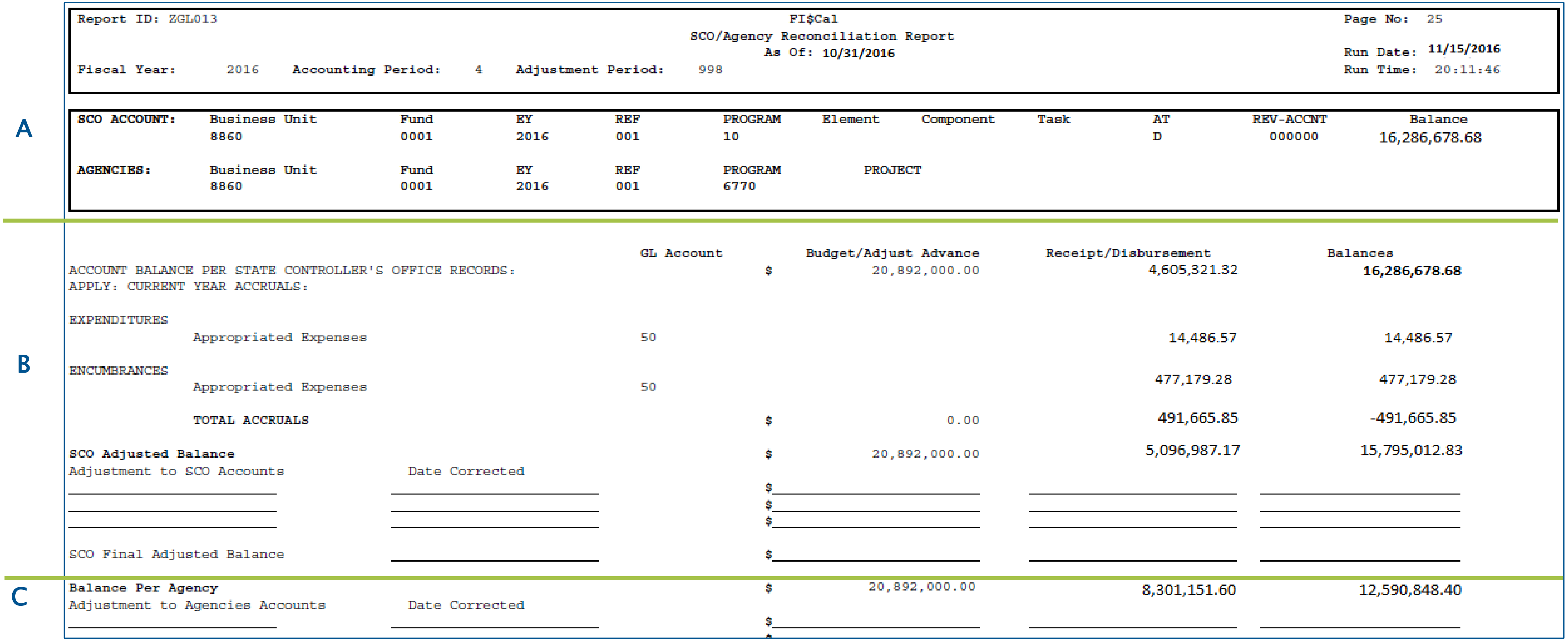
A. SCO Cash basis Balance
B. Accruals to the SCO
C. SCO Adjusted appropriation balance
D. Department Appropriation balance (Commitment Control)
E. Department Reconciling Items
F. Department Adjusted appropriation balance

SCO Agency Reconciliation Worksheet

Sources:

- FI$Cal SCO/Agency Reconciliation Report
- SCO Agency Reconciliation Report (Tab Run)
- PFA Reconciliation Worksheet
- Budget Overview
- Queries

FI$Cal - SCO/Agency Reconciliation Report



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Report ID: ZGL013                                FI$Cal                                             Page No:   25
                                        SCO/Agency Reconciliation Report
                                             As Of: 10/31/2016                                      Run Date:  11/15/2016
Fiscal Year:    2016   Accounting Period:   4   Adjustment Period:   998                            Run Time:  20:11:46

SCO ACCOUNT:   Business Unit   Fund   EY     REF   PROGRAM   Element   Component   Task   AT   REV-ACCNT   Balance
               8860            0001   2016   001   10                                     D    000000      16,286,678.68

AGENCIES:      Business Unit   Fund   EY     REF   PROGRAM      PROJECT
               8860            0001   2016   001   6770

                                                        GL Account        Budget/Adjust Advance   Receipt/Disbursement        Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:                 $        20,892,000.00           4,605,321.32     16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
          Appropriated Expenses                         50                                                14,486.57         14,486.57

ENCUMBRANCES
          Appropriated Expenses                         50                                               477,179.28        477,179.28

          TOTAL ACCRUALS                                               $                 0.00             491,665.85       -491,665.85

SCO Adjusted Balance                                                   $        20,892,000.00           5,096,987.17     15,795,012.83
Adjustment to SCO Accounts          Date Corrected
_________________________      _________________________               $_____________________   ____________________   ____________________
_________________________      _________________________               $_____________________   ____________________   ____________________
_________________________      _________________________               $_____________________   ____________________   ____________________

SCO Final Adjusted Balance     _________________________               $_____________________   ____________________   ____________________
Balance Per Agency                                                     $        20,892,000.00           8,301,151.60     12,590,848.40
Adjustment to Agencies Accounts     Date Corrected
_________________________      _________________________               $_____________________   ____________________   ____________________
```
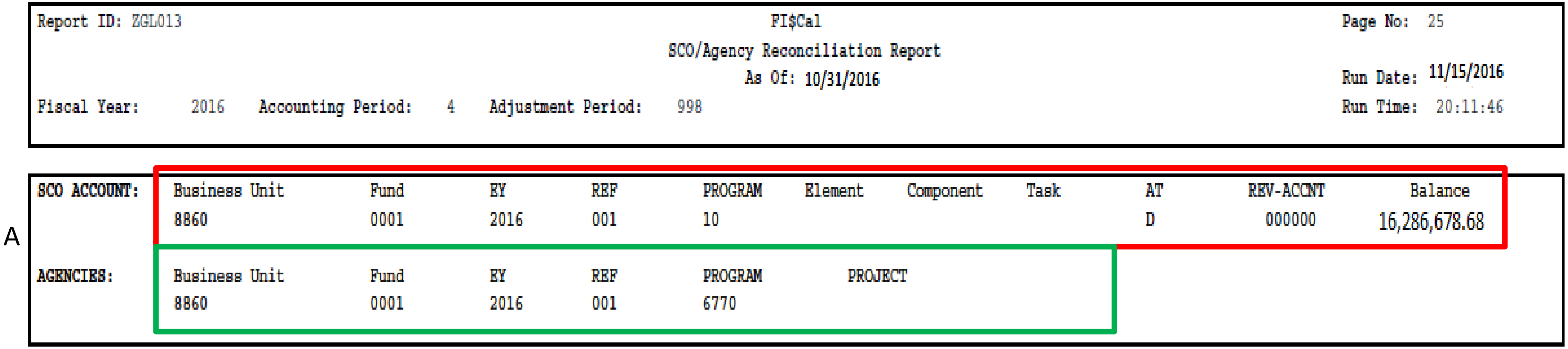

A. Appropriation Information
B. SCO and Accrual Information
C. FI$Cal Balance Information

FI$Cal SCO/Agency Reconciliation Report



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Report ID: ZGL013                           FI$Cal                                        Page No:  25
                                 SCO/Agency Reconciliation Report
                                          As Of: 10/31/2016                               Run Date: 11/15/2016
Fiscal Year:   2016   Accounting Period:  4   Adjustment Period:  998                     Run Time:  20:11:46

   SCO ACCOUNT:  Business Unit   Fund   EY     REF   PROGRAM   Element   Component   Task   AT   REV-ACCNT   Balance
                 8860            0001   2016   001   10                                     D    000000      16,286,678.68
A
   AGENCIES:     Business Unit   Fund   EY     REF   PROGRAM         PROJECT
                 8860            0001   2016   001   6770
```

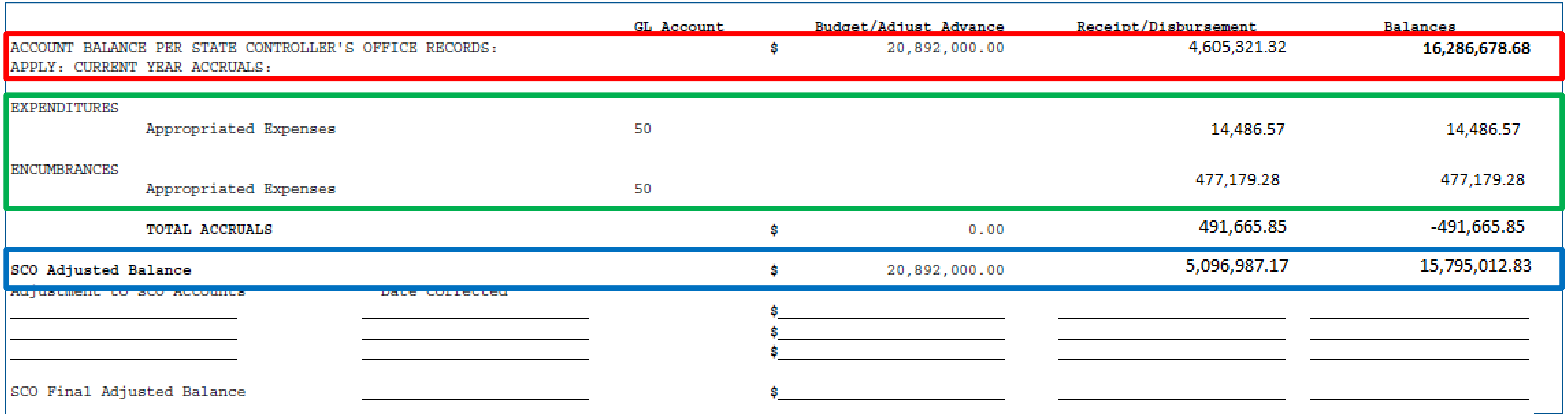
Appropriation Information Logic:

1. SCO Account = interface from the State Controller’s Office
2. Agencies = Appropriation information is from Commitment Control

Note:

- Each appropriation/account will generate a separate report page (e.g. SCO account type D, F, R, 96/97/98)
- Clearing Account Program (9999) will not generate a page
- Appropriations with no Program will be assigned 9990 in FI$Cal

FI$Cal SCO/Agency Reconciliation Report (cont'd)



	GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:		$ 20,892,000.00	4,605,321.32	16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:				
EXPENDITURES				
Appropriated Expenses	50		14,486.57	14,486.57
ENCUMBRANCES				
Appropriated Expenses	50		477,179.28	477,179.28
TOTAL ACCRUALS		$ 0.00	491,665.85	-491,665.85
SCO Adjusted Balance		$ 20,892,000.00	5,096,987.17	15,795,012.83
Adjustment to SCO Accounts	Date Corrected			
________	________	$________	________	________
________	________	$________	________	________
________	________	$________	________	________
SCO Final Adjusted Balance	________	$________	________	________

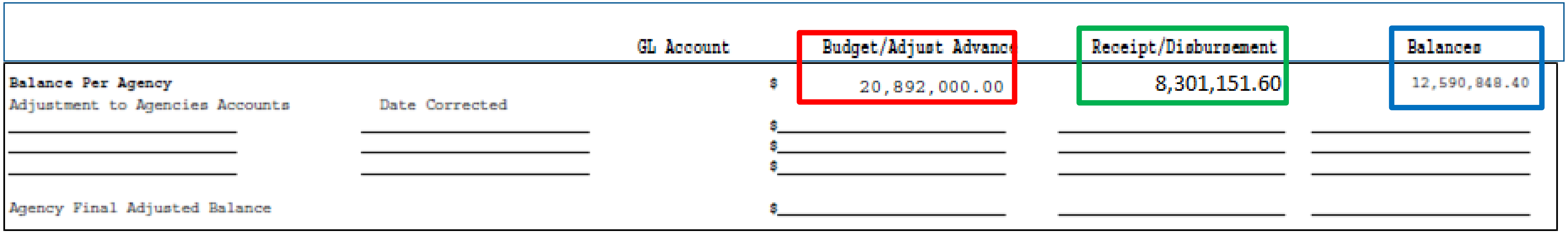
B

SCO and Accrual Information Logic:

1. Account Balance per SCO = Interface from the State Controller's Office
   - SCO Cash Basis balances
2. Accruals = Transactions not recognized by SCO for a specified period
   - Based on sub-modules or GL (AP vouchers , AR items, GL source type ACC)
3. SCO Adjusted Balance = SCO cash basis balance + Accruals

Note: Plan of Financial Adjustment (PFA) accrual information is not included on the FI$Cal SCO Agency Recon Report

FI$Cal SCO/Agency Reconciliation Report (cont'd)



C

		GL Account	Budget/Adjust Advanc	Receipt/Disbursement	Balances
Balance Per Agency			$ 20,892,000.00	8,301,151.60	12,590,848.40
Adjustment to Agencies Accounts	Date Corrected				
			$		
			$		
			$		
Agency Final Adjusted Balance			$		

Department Information Logic:

1. Budget/Adjust Advance = Budget Act Appropriation/Budget Adjustments
2. Receipt/Disbursement = Total Expenditures, Reimbursements or Revenue
3. Balance = Appropriation Balance

Note: Department Information on the FI$Cal SCO Agency Reconciliation Report is based on Commitment Control

Reconciliation – Tips

- **Understand Chartfield values**
  - Reporting Structure
  - Program
  - Reference
  - Enactment Year (ENY)
  - Budget Period
- **Understand Transactions**
  - Voucher process flow (AP Module)
  - Account Receivables process flow (AR Module)
  - Deposits process flow (AR Module)
  - CALATERS process flow (AP Module)
  - Office Revolving Fund process flow (AP & AR Module)
- **Keep Monthly Reconciliations current**

SCO/Agency Reconciliation Research Tools & Tips

SCO/Agency Reconciliation Process

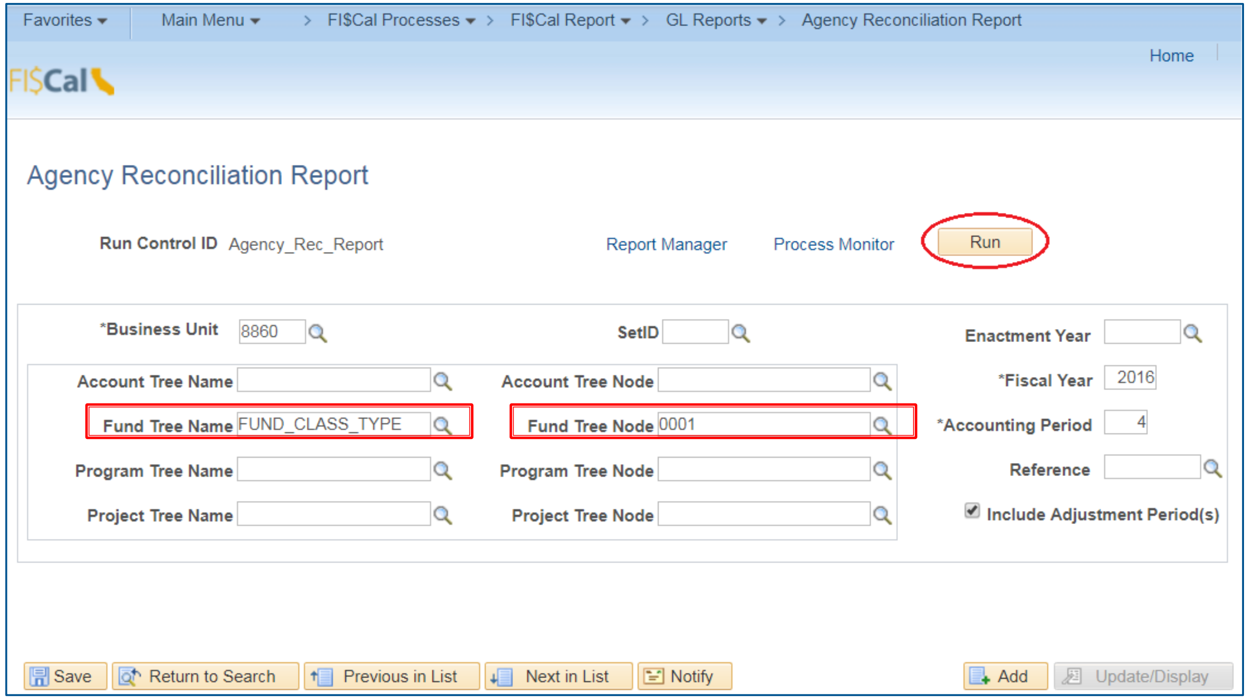
Reports/Documents Needed:

- FI$Cal SCO/Agency Reconciliation Report *(Job Aid FI$Cal.186)*
- SCO Tab Run Report
- Budget Overview
- Queries
- PFA Reconciliation Worksheet
- Ledger Activity Report
- Trial Balance RPTGL061 *(Job Aid FI$Cal.080)*
- SCO/Agency Reconciliation Worksheet *(Job Aid Fi$Cal.260)*

Run FI$Cal SCO/Agency Reconciliation Report

Main Menu> FI$Cal Processes> FI$Cal Report> GL Report> Agency Reconciliation Report

Request report by Fund:


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Agency Reconciliation Report
Home
FI$Cal
Report Manager
Process Monitor
Run
SetID
Enactment Year
Account Tree Name
Account Tree Node
Program Tree Name
Program Tree Node
Project Tree Name
Project Tree Node
Reference
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Agency Reconciliation Report

Run Control ID Agency_Rec_Report

*Business Unit 8860

Fund Tree Name FUND_CLASS_TYPE

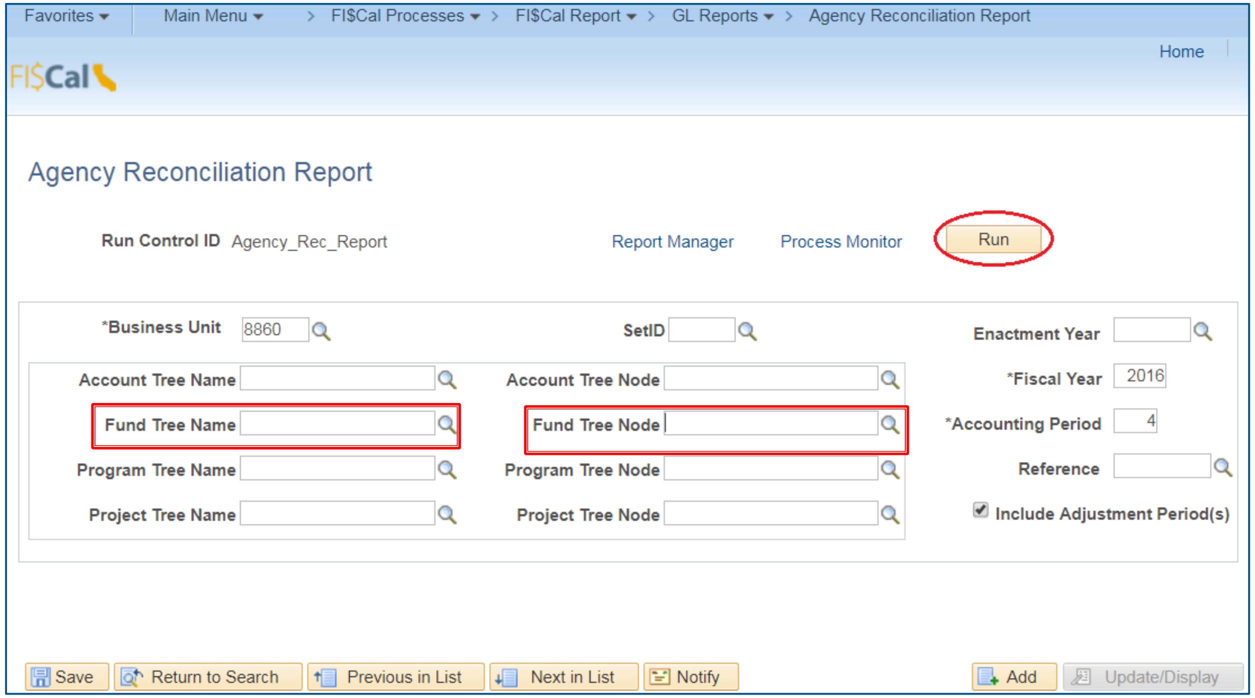
Fund Tree Node 0001

*Fiscal Year 2016

*Accounting Period 4

☑ Include Adjustment Period(s)

Request report for all Funds:


Favorites
Main Menu
FI$Cal Processes
FI$Cal Report
GL Reports
Agency Reconciliation Report
Home
FI$Cal
Report Manager
Process Monitor
Run
SetID
Enactment Year
Account Tree Name
Account Tree Node
Program Tree Name
Program Tree Node
Project Tree Name
Project Tree Node
Reference
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Agency Reconciliation Report

Run Control ID Agency_Rec_Report

*Business Unit 8860

Fund Tree Name

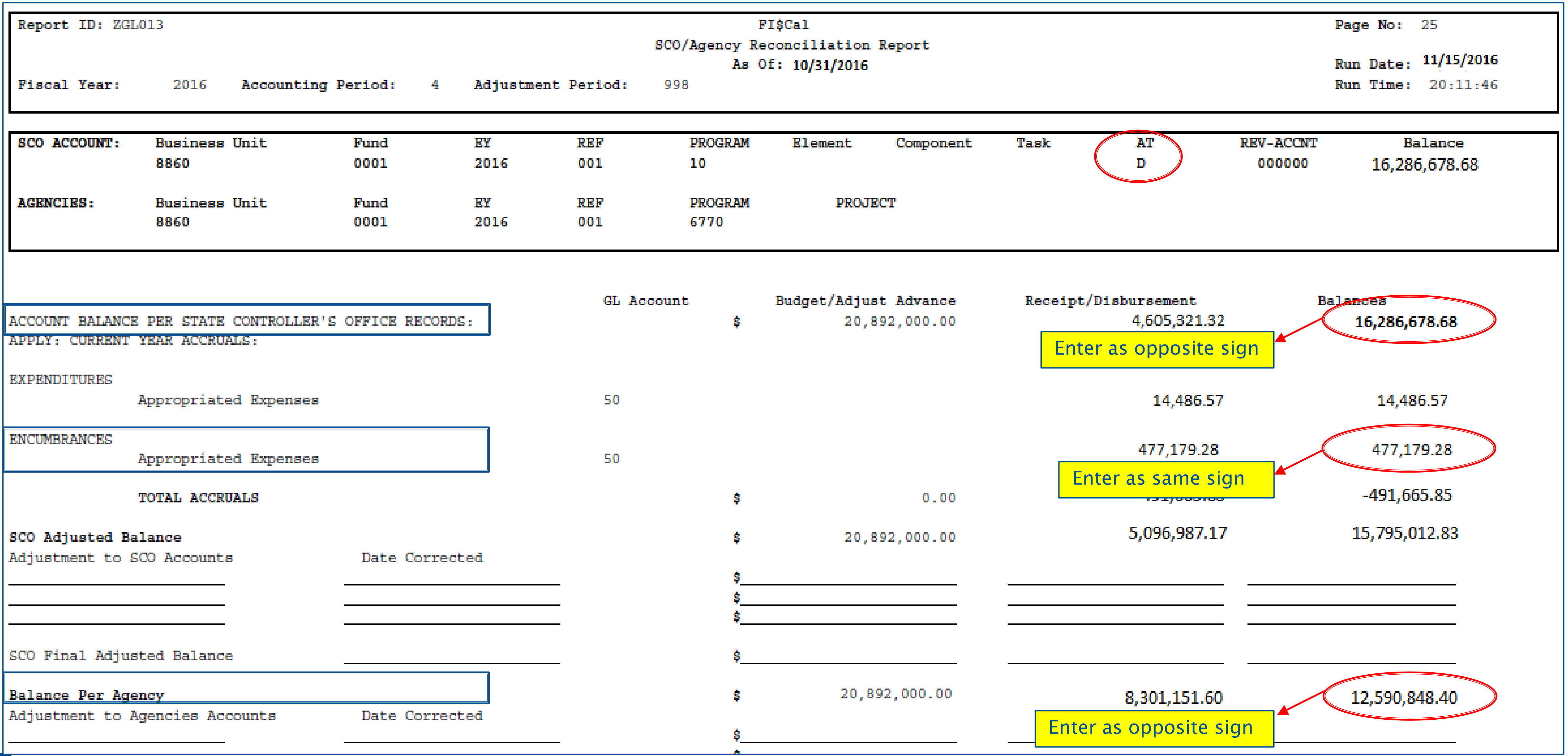
Fund Tree Node

*Fiscal Year 2016

*Accounting Period 4

☑ Include Adjustment Period(s)

Reconciling the “D” Account (Expenditure Appropriation)



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Report ID: ZGL013                                  FI$Cal                                               Page No:   25
                                        SCO/Agency Reconciliation Report
                                              As Of: 10/31/2016                                         Run Date: 11/15/2016
Fiscal Year:       2016     Accounting Period:    4    Adjustment Period:   998                         Run Time:  20:11:46

SCO ACCOUNT:   Business Unit       Fund       EY      REF      PROGRAM    Element   Component   Task    AT    REV-ACCNT    Balance
               8860                0001       2016    001      10                                       D     000000       16,286,678.68

AGENCIES:      Business Unit       Fund       EY      REF      PROGRAM          PROJECT
               8860                0001       2016    001      6770

                                                     GL Account      Budget/Adjust Advance    Receipt/Disbursement       Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:            $     20,892,000.00             4,605,321.32        16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
            Appropriated Expenses                50                                                 14,486.57            14,486.57

ENCUMBRANCES
            Appropriated Expenses                50                                                477,179.28           477,179.28

            TOTAL ACCRUALS                                        $              0.00              491,665.85          -491,665.85

SCO Adjusted Balance                                              $     20,892,000.00            5,096,987.17        15,795,012.83
Adjustment to SCO Accounts               Date Corrected

_____________________    _____________________                  $_____________________    _____________________    _____________________
_____________________    _____________________                  $_____________________    _____________________    _____________________
_____________________    _____________________                  $_____________________    _____________________    _____________________

SCO Final Adjusted Balance               _____________________  $_____________________    _____________________    _____________________

Balance Per Agency                                                $     20,892,000.00            8,301,151.60        12,590,848.40
Adjustment to Agencies Accounts          Date Corrected
_____________________    _____________________                  $_____________________    _____________________    _____________________
```
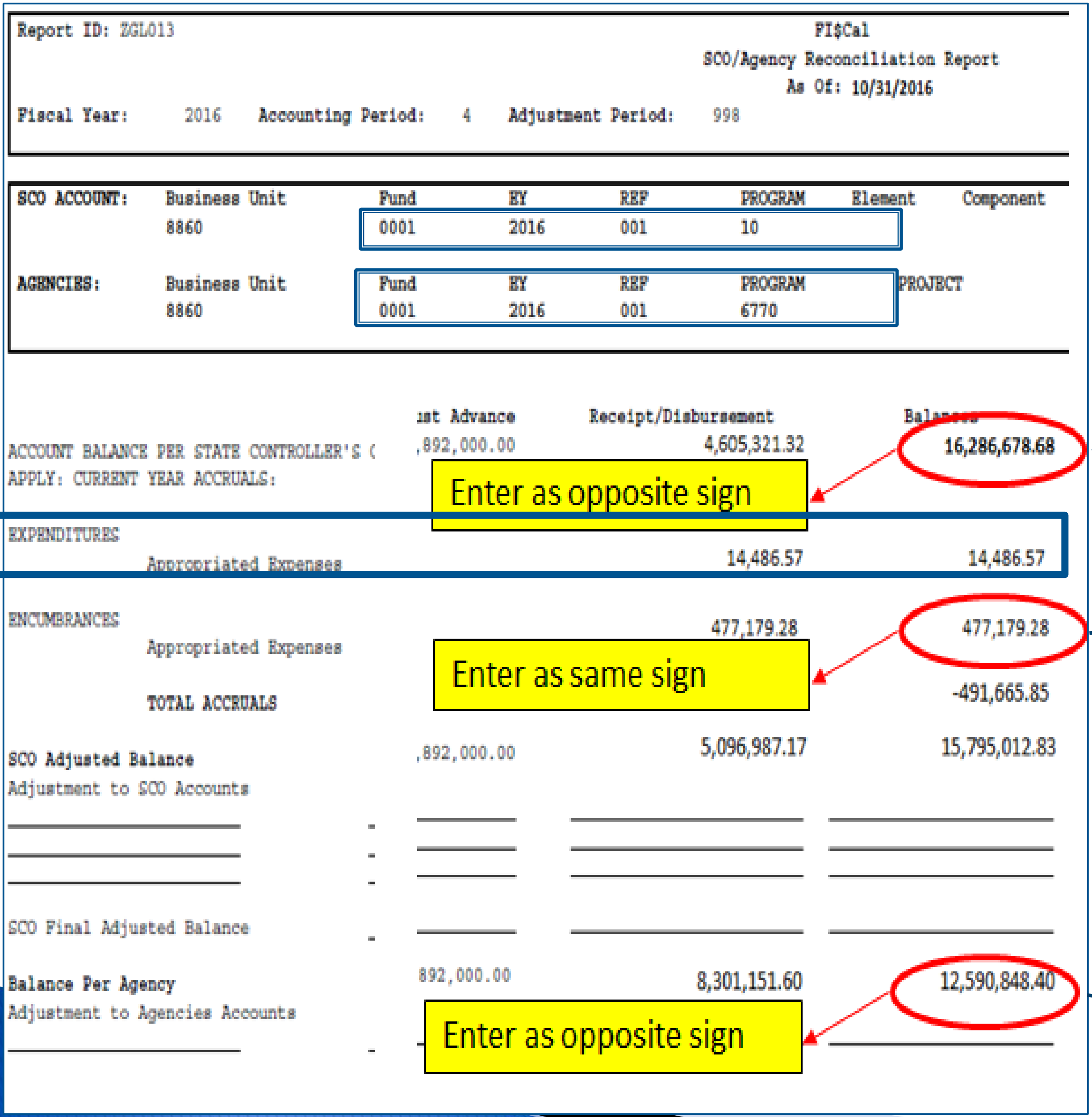

Enter as opposite sign

Enter as same sign

Enter as opposite sign

Reconciling the "D" Account



Report ID: ZGL013

FI$Cal
SCO/Agency Reconciliation Report
As Of: 10/31/2016

Fiscal Year: 2016 Accounting Period: 4 Adjustment Period: 998

	Business Unit	Fund	FY	REF	PROGRAM	Element	Component
SCO ACCOUNT:	8860	0001	2016	001	10		

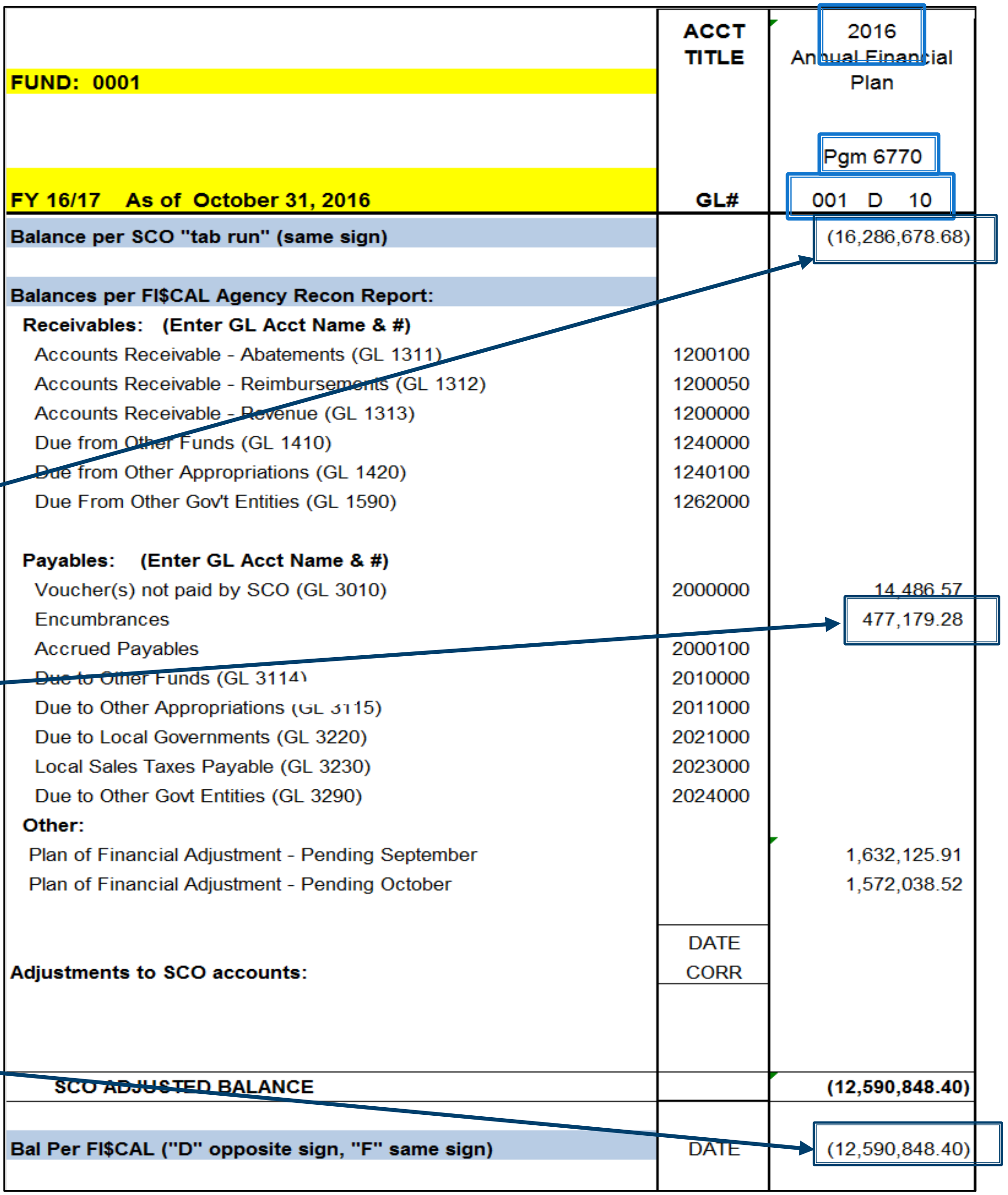
	Business Unit	Fund	FY	REF	PROGRAM	PROJECT
AGENCIES:	8860	0001	2016	001	6770	

		ıst Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S (		,892,000.00	4,605,321.32	16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:				
EXPENDITURES				
Appropriated Expenses			14,486.57	14,486.57
ENCUMBRANCES				
Appropriated Expenses			477,179.28	477,179.28
TOTAL ACCRUALS				-491,665.85
SCO Adjusted Balance		,892,000.00	5,096,987.17	15,795,012.83
Adjustment to SCO Accounts				
	-			
	-			
	-			
SCO Final Adjusted Balance	-			
Balance Per Agency		892,000.00	8,301,151.60	12,590,848.40
Adjustment to Agencies Accounts				
	-			

Enter as opposite sign

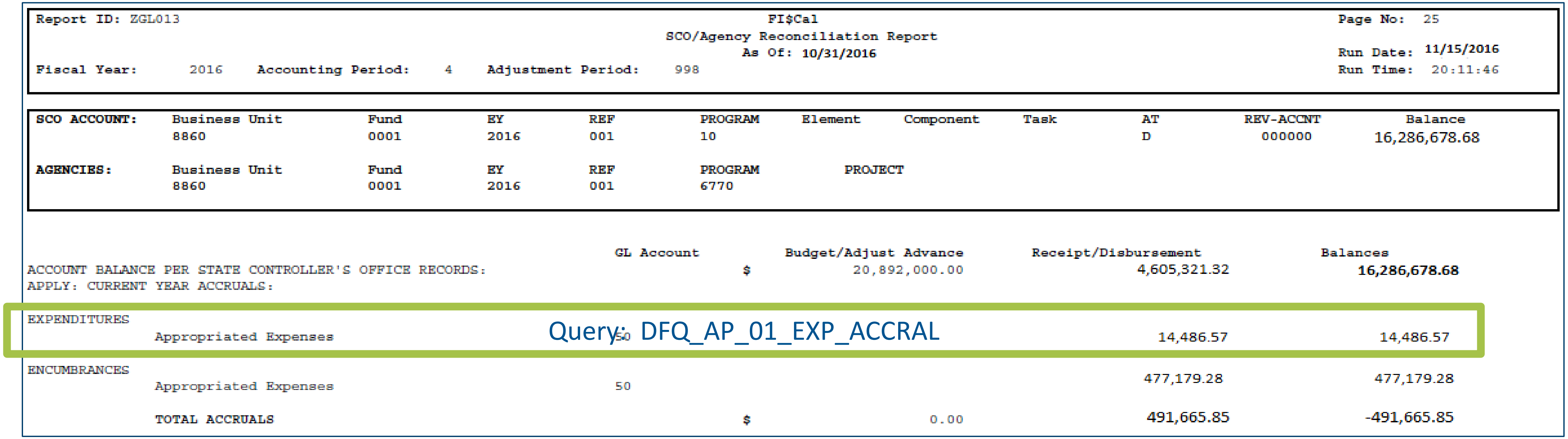
Enter as same sign

Enter as opposite sign



	ACCT TITLE	2016 Annual Financial Plan
FUND: 0001		
		Pgm 6770
FY 16/17 As of October 31, 2016	**GL#**	001 D 10
Balance per SCO "tab run" (same sign)		(16,286,678.68)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	14,486.57
Encumbrances		477,179.28
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		1,632,125.91
Plan of Financial Adjustment - Pending October		1,572,038.52
	DATE	
Adjustments to SCO accounts:	CORR	
SCO ADJUSTED BALANCE		**(12,590,848.40)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(12,590,848.40)

Reconciling the “D” Account



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Report ID: ZGL013                                        FI$Cal                                              Page No:  25
                                             SCO/Agency Reconciliation Report
                                                    As Of: 10/31/2016                                         Run Date:  11/15/2016
Fiscal Year:      2016    Accounting Period:    4    Adjustment Period:    998                                 Run Time:  20:11:46

SCO ACCOUNT:   Business Unit    Fund     EY     REF    PROGRAM   Element   Component   Task    AT    REV-ACCNT    Balance
               8860             0001     2016   001    10                                      D      000000    16,286,678.68

AGENCIES:      Business Unit    Fund     EY     REF    PROGRAM        PROJECT
               8860             0001     2016   001    6770

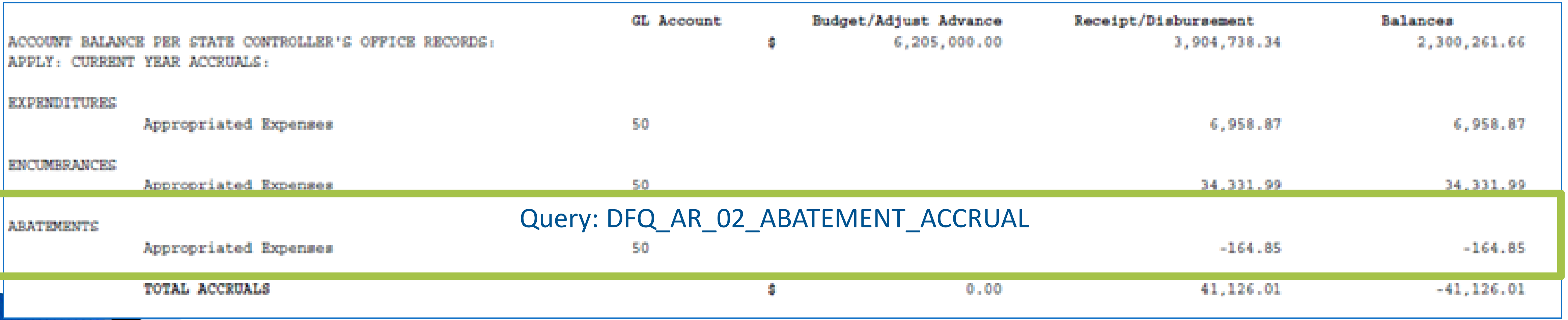
                                                 GL Account      Budget/Adjust Advance    Receipt/Disbursement       Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:        $        20,892,000.00            4,605,321.32     16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
        Appropriated Expenses             50                                                     14,486.57          14,486.57

ENCUMBRANCES
        Appropriated Expenses             50                                                    477,179.28         477,179.28

        TOTAL ACCRUALS                                 $                0.00                    491,665.85        -491,665.85
```

Query: DFQ_AP_01_EXP_ACCRAL



```
                                                 GL Account      Budget/Adjust Advance    Receipt/Disbursement       Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:        $         6,205,000.00            3,904,738.34      2,300,261.66
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
        Appropriated Expenses             50                                                      6,958.87           6,958.87

ENCUMBRANCES
        Appropriated Expenses             50                                                     34,331.99          34,331.99

ABATEMENTS
        Appropriated Expenses             50                                                       -164.85            -164.85

        TOTAL ACCRUALS                                 $                0.00                     41,126.01         -41,126.01
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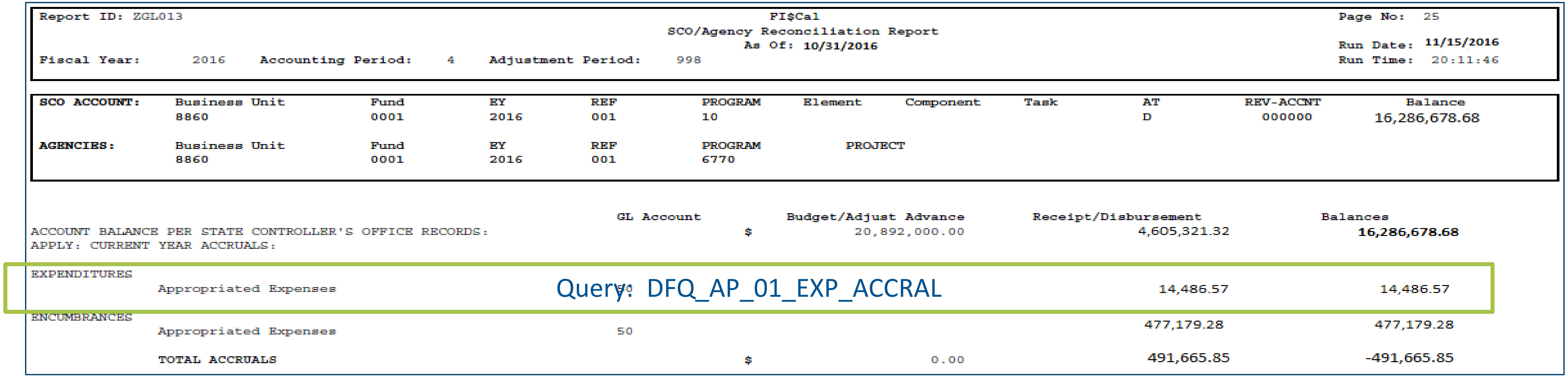
Query: DFQ_AR_02_ABATEMENT_ACCRUAL

Query of both: DFQ_AR_03_AP_AR_ACCRUAL

Reconciling the “D” Account



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Report ID: ZGL013                                  FI$Cal                                          Page No:   25
                                      SCO/Agency Reconciliation Report
                                           As Of: 10/31/2016                                      Run Date:  11/15/2016
Fiscal Year:      2016    Accounting Period:    4    Adjustment Period:    998                    Run Time:   20:11:46

SCO ACCOUNT:   Business Unit        Fund       FY      REF      PROGRAM    Element    Component    Task       AT      REV-ACCNT       Balance
               8860                 0001       2016    001      10                                            D        000000    16,286,678.68

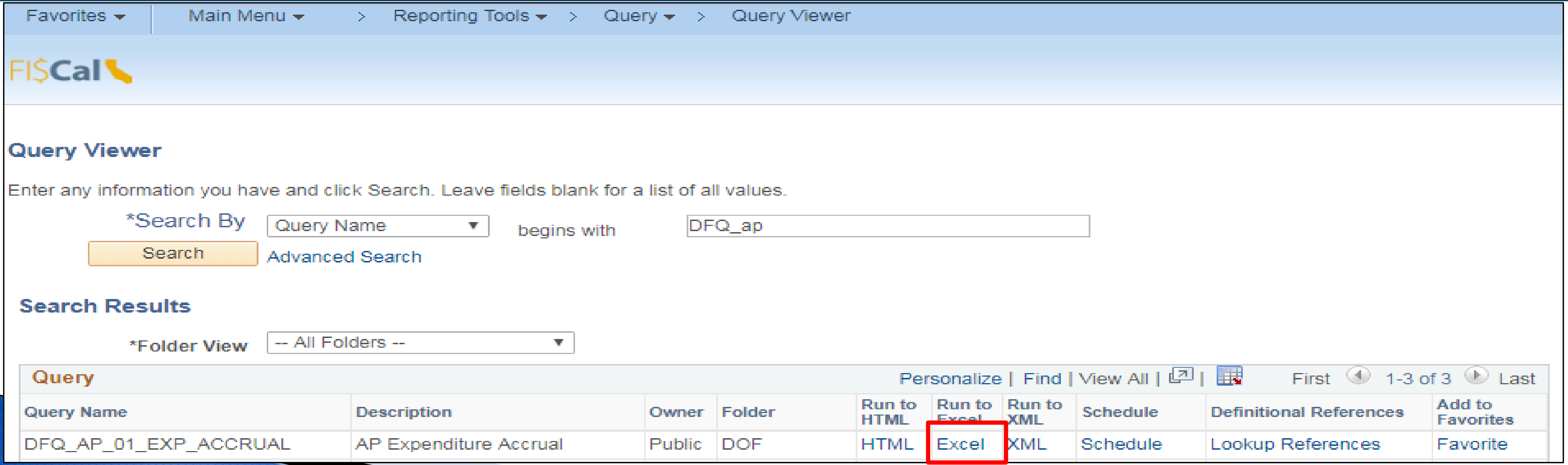
AGENCIES:      Business Unit        Fund       FY      REF      PROGRAM          PROJECT
               8860                 0001       2016    001      6770

                                                   GL Account       Budget/Adjust Advance      Receipt/Disbursement         Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:          $       20,892,000.00              4,605,321.32          16,286,678.68
APPLY: CURRENT YEAR ACCRUALS:

EXPENDITURES
         Appropriated Expenses                     50                                                 14,486.57               14,486.57
ENCUMBRANCES
         Appropriated Expenses                     50                                                477,179.28              477,179.28

         TOTAL ACCRUALS                                         $                0.00                491,665.85             -491,665.85
```

Query: DFQ_AP_01_EXP_ACCRAL



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with DFQ_ap

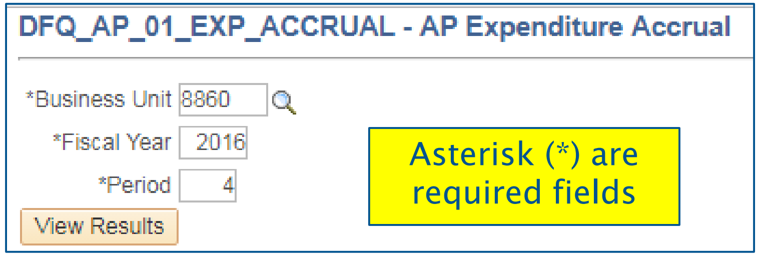
Search Results

*Folder View: -- All Folders -- ▼

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
DFQ_AP_01_EXP_ACCRUAL	AP Expenditure Accrual	Public	DOF	HTML	Excel	XML	Schedule	Lookup References	Favorite

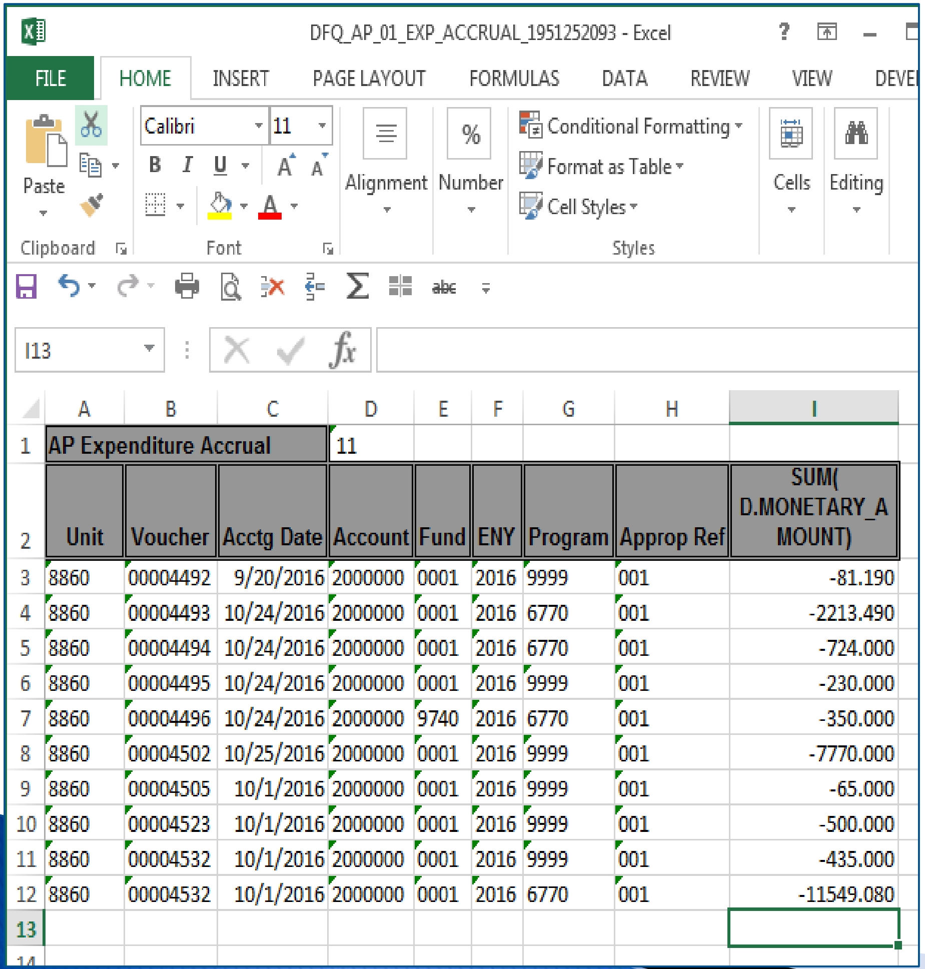
Reconciling the “D” Account


DFQ_AP_01_EXP_ACCRUAL - AP Expenditure Accrual

*Business Unit 8860
*Fiscal Year 2016
*Period 4

View Results

Asterisk (*) are required fields


DFQ_AP_01_EXP_ACCRUAL_1951252093 - Excel
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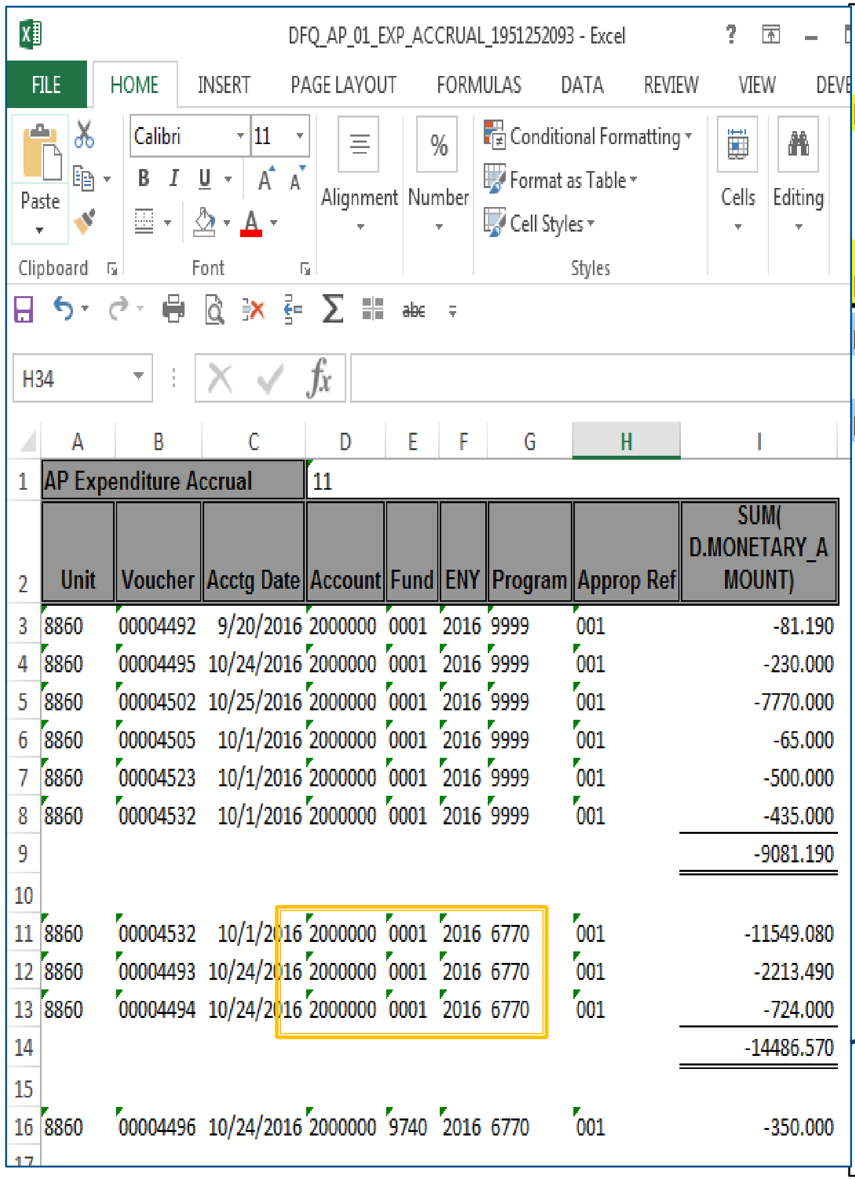
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVE
Calibri
11
Paste
Clipboard
Font
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Cells
Editing
I13

	A	B	C	D	E	F	G	H	I
1	AP Expenditure Accrual			11					
2	Unit	Voucher	Acctg Date	Account	Fund	ENY	Program	Approp Ref	SUM(D.MONETARY_AMOUNT)
3	8860	00004492	9/20/2016	2000000	0001	2016	9999	001	-81.190
4	8860	00004493	10/24/2016	2000000	0001	2016	6770	001	-2213.490
5	8860	00004494	10/24/2016	2000000	0001	2016	6770	001	-724.000
6	8860	00004495	10/24/2016	2000000	0001	2016	9999	001	-230.000
7	8860	00004496	10/24/2016	2000000	9740	2016	6770	001	-350.000
8	8860	00004502	10/25/2016	2000000	0001	2016	9999	001	-7770.000
9	8860	00004505	10/1/2016	2000000	0001	2016	9999	001	-65.000
10	8860	00004523	10/1/2016	2000000	0001	2016	9999	001	-500.000
11	8860	00004532	10/1/2016	2000000	0001	2016	9999	001	-435.000
12	8860	00004532	10/1/2016	2000000	0001	2016	6770	001	-11549.080
13									


DFQ_AP_01_EXP_ACCRUAL_1951252093 - Excel
FILE
HOME
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PAGE LAYOUT
FORMULAS
DATA
REVIEW
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Paste
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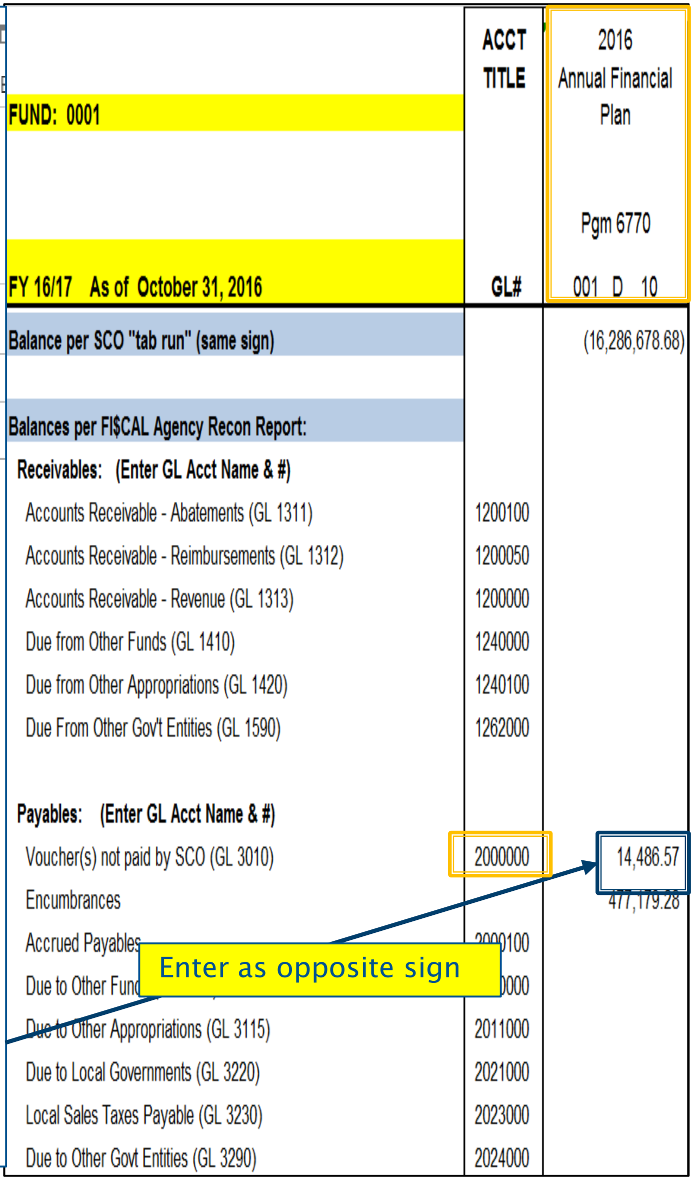
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Cells
Editing
H34

	A	B	C	D	E	F	G	H	I
1	AP Expenditure Accrual			11					
2	Unit	Voucher	Acctg Date	Account	Fund	ENY	Program	Approp Ref	SUM(D.MONETARY_AMOUNT)
3	8860	00004492	9/20/2016	2000000	0001	2016	9999	001	-81.190
4	8860	00004495	10/24/2016	2000000	0001	2016	9999	001	-230.000
5	8860	00004502	10/25/2016	2000000	0001	2016	9999	001	-7770.000
6	8860	00004505	10/1/2016	2000000	0001	2016	9999	001	-65.000
7	8860	00004523	10/1/2016	2000000	0001	2016	9999	001	-500.000
8	8860	00004532	10/1/2016	2000000	0001	2016	9999	001	-435.000
9									-9081.190
10									
11	8860	00004532	10/1/2016	2000000	0001	2016	6770	001	-11549.080
12	8860	00004493	10/24/2016	2000000	0001	2016	6770	001	-2213.490
13	8860	00004494	10/24/2016	2000000	0001	2016	6770	001	-724.000
14									-14486.570
15									
16	8860	00004496	10/24/2016	2000000	9740	2016	6770	001	-350.000

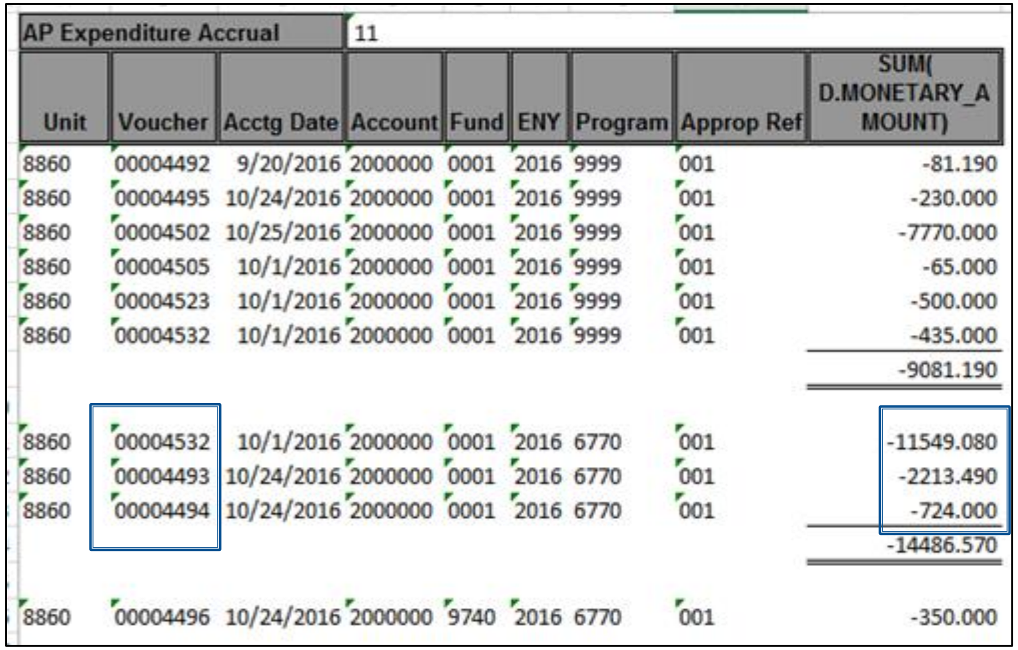


FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Annual Financial Plan Pgm 6770 001 D 10
Balance per SCO "tab run" (same sign)		(16,286,678.68)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	14,486.57
Encumbrances		477,179.28
Accrued Payables	2000100	
Due to Other Fund	000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	

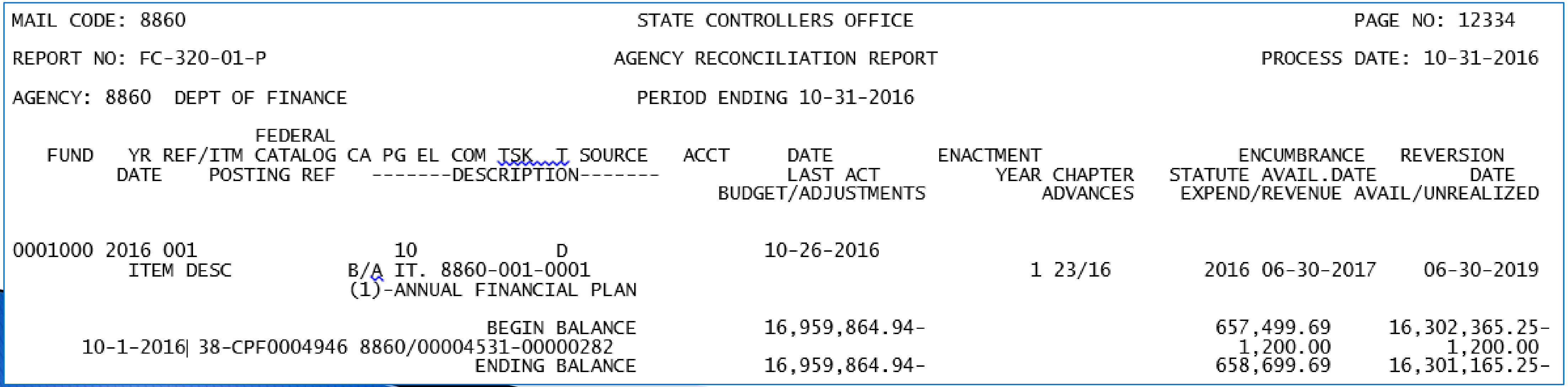
Enter as opposite sign

Reconciling the “D” Account

Reconcile vouchers in FI$Cal to the SCO Tab Run



AP Expenditure Accrual	11							
Unit	Voucher	Acctg Date	Account	Fund	ENY	Program	Approp Ref	SUM(D.MONETARY_AMOUNT)
8860	00004492	9/20/2016	2000000	0001	2016	9999	001	-81.190
8860	00004495	10/24/2016	2000000	0001	2016	9999	001	-230.000
8860	00004502	10/25/2016	2000000	0001	2016	9999	001	-7770.000
8860	00004505	10/1/2016	2000000	0001	2016	9999	001	-65.000
8860	00004523	10/1/2016	2000000	0001	2016	9999	001	-500.000
8860	00004532	10/1/2016	2000000	0001	2016	9999	001	-435.000
								-9081.190
8860	00004532	10/1/2016	2000000	0001	2016	6770	001	-11549.080
8860	00004493	10/24/2016	2000000	0001	2016	6770	001	-2213.490
8860	00004494	10/24/2016	2000000	0001	2016	6770	001	-724.000
								-14486.570
8860	00004496	10/24/2016	2000000	9740	2016	6770	001	-350.000



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MAIL CODE: 8860                                       STATE CONTROLLERS OFFICE                                      PAGE NO: 12334
REPORT NO: FC-320-01-P                              AGENCY RECONCILIATION REPORT                            PROCESS DATE: 10-31-2016
AGENCY: 8860  DEPT OF FINANCE                         PERIOD ENDING 10-31-2016
                     FEDERAL
   FUND   YR REF/ITM CATALOG CA PG EL COM TSK  T SOURCE   ACCT     DATE         ENACTMENT                ENCUMBRANCE   REVERSION
         DATE    POSTING REF   -------DESCRIPTION-------           LAST ACT          YEAR CHAPTER   STATUTE AVAIL.DATE        DATE
                                                             BUDGET/ADJUSTMENTS          ADVANCES    EXPEND/REVENUE AVAIL/UNREALIZED

0001000 2016 001                 10            D                 10-26-2016
          ITEM DESC          B/A IT. 8860-001-0001                                      1 23/16        2016 06-30-2017    06-30-2019
                             (1)-ANNUAL FINANCIAL PLAN
                                         BEGIN BALANCE           16,959,864.94-                         657,499.69     16,302,365.25-
      10-1-2016| 38-CPF0004946 8860/00004531-00000282                                                     1,200.00          1,200.00
                                        ENDING BALANCE           16,959,864.94-                         658,699.69     16,301,165.25-
```
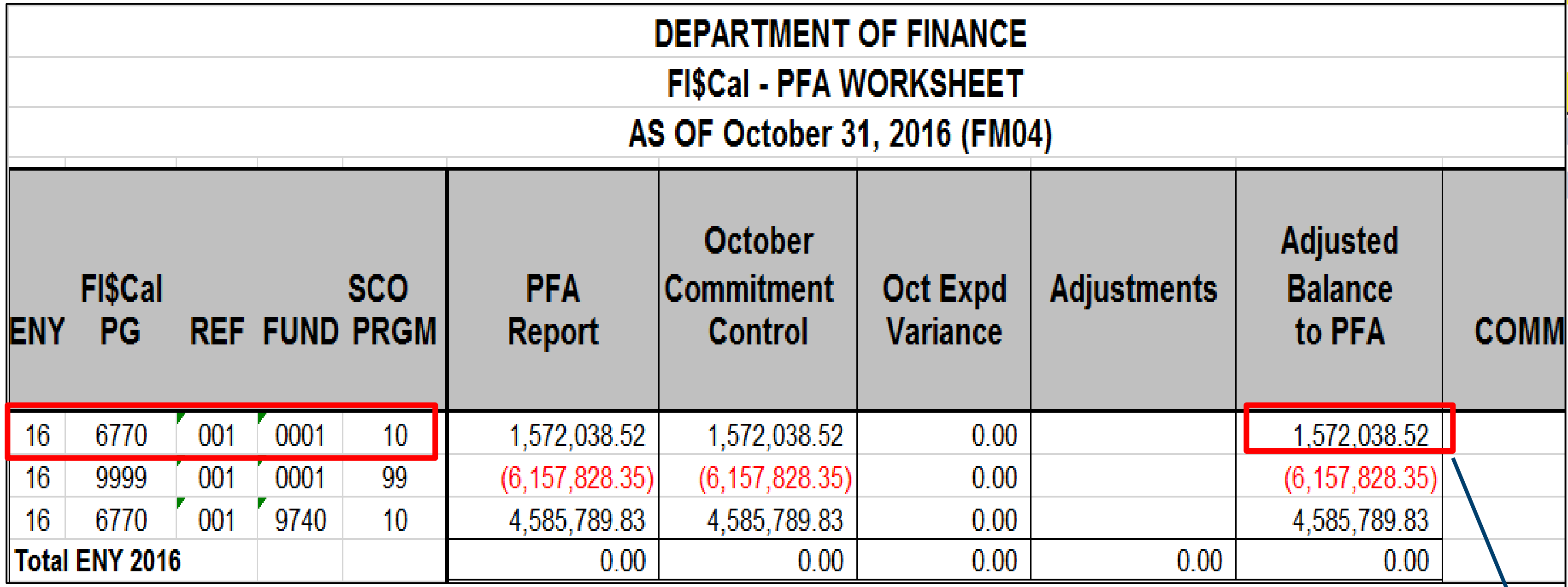
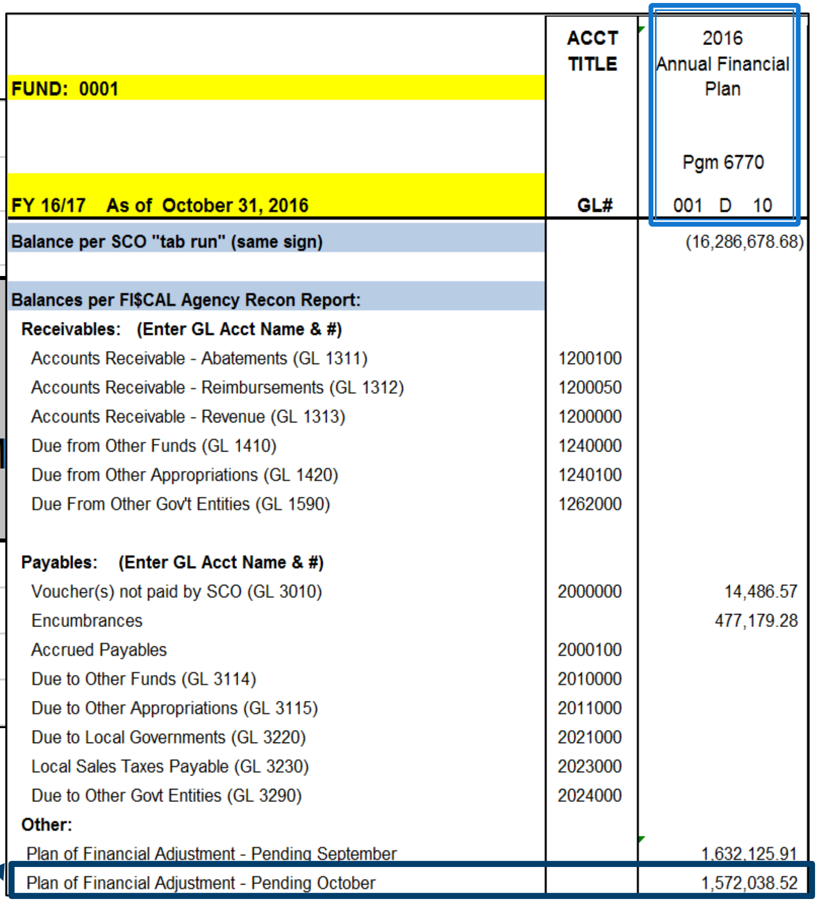

Reconciling the "D" Account



DEPARTMENT OF FINANCE
FI$Cal - PFA WORKSHEET
AS OF October 31, 2016 (FM04)

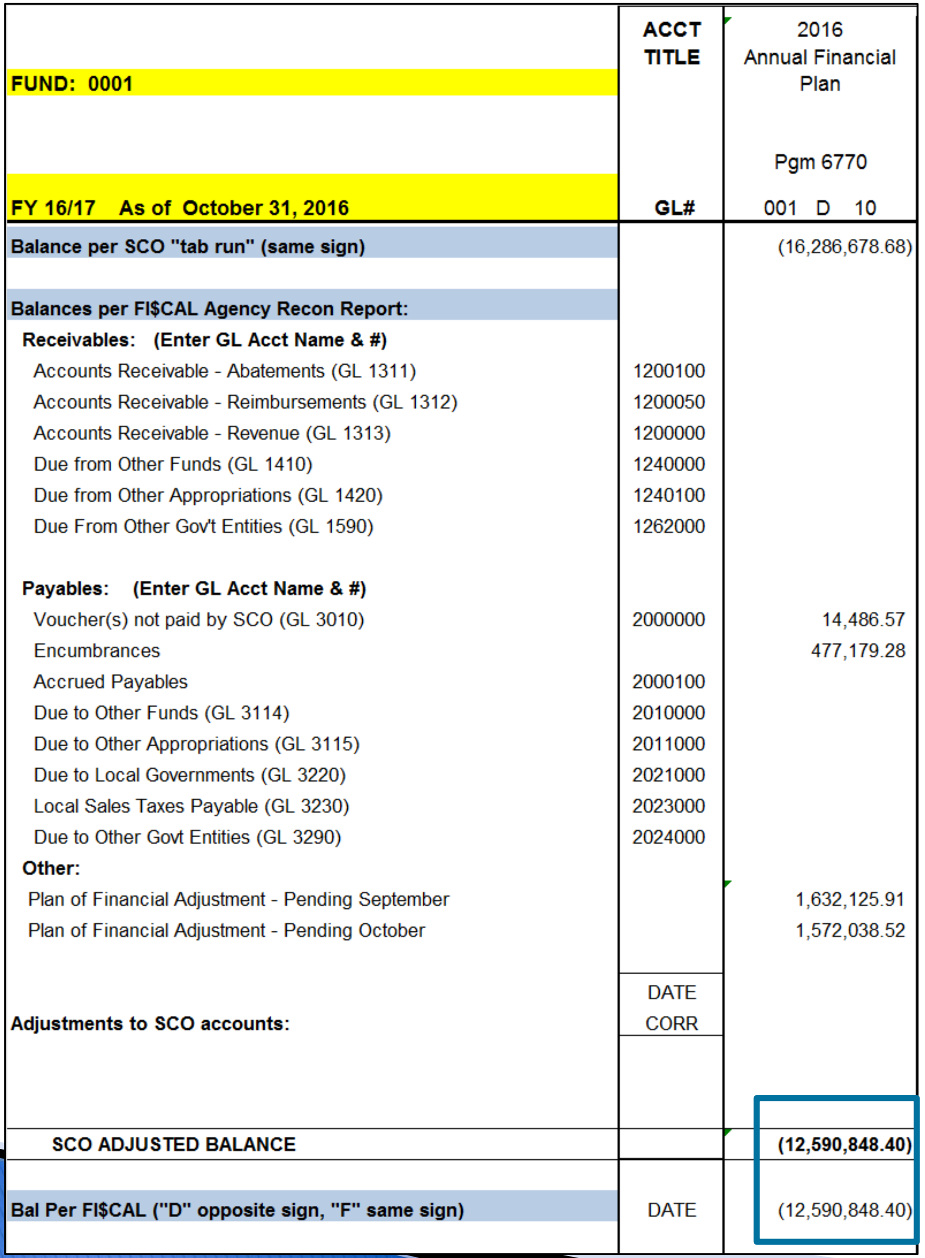
ENY	FI$Cal PG	REF	FUND	SCO PRGM	PFA Report	October Commitment Control	Oct Expd Variance	Adjustments	Adjusted Balance to PFA	COMM
16	6770	001	0001	10	1,572,038.52	1,572,038.52	0.00		1,572,038.52	
16	9999	001	0001	99	(6,157,828.35)	(6,157,828.35)	0.00		(6,157,828.35)	
16	6770	001	9740	10	4,585,789.83	4,585,789.83	0.00		4,585,789.83	
Total ENY 2016					0.00	0.00	0.00	0.00	0.00	

Enter as same sign



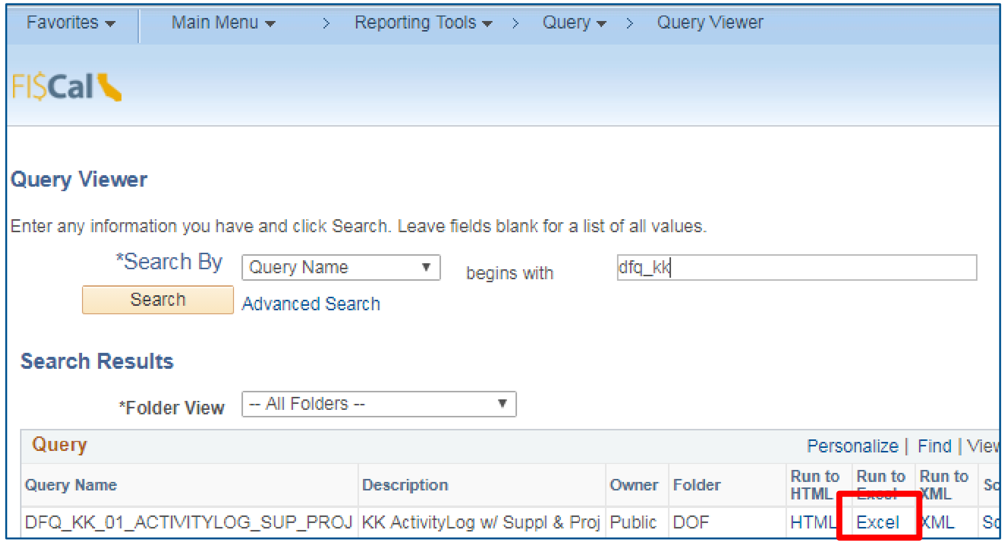
FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Annual Financial Plan Pgm 6770 001 D 10
Balance per SCO "tab run" (same sign)		(16,286,678.68)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	14,486.57
Encumbrances		477,179.28
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		1,632,125.91
Plan of Financial Adjustment - Pending October		1,572,038.52

Reconciling the “D” Account



FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Annual Financial Plan Pgm 6770 001 D 10
Balance per SCO "tab run" (same sign)		(16,286,678.68)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	14,486.57
Encumbrances		477,179.28
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		1,632,125.91
Plan of Financial Adjustment - Pending October		1,572,038.52
Adjustments to SCO accounts:	DATE CORR	
SCO ADJUSTED BALANCE		**(12,590,848.40)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(12,590,848.40)

Variance



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

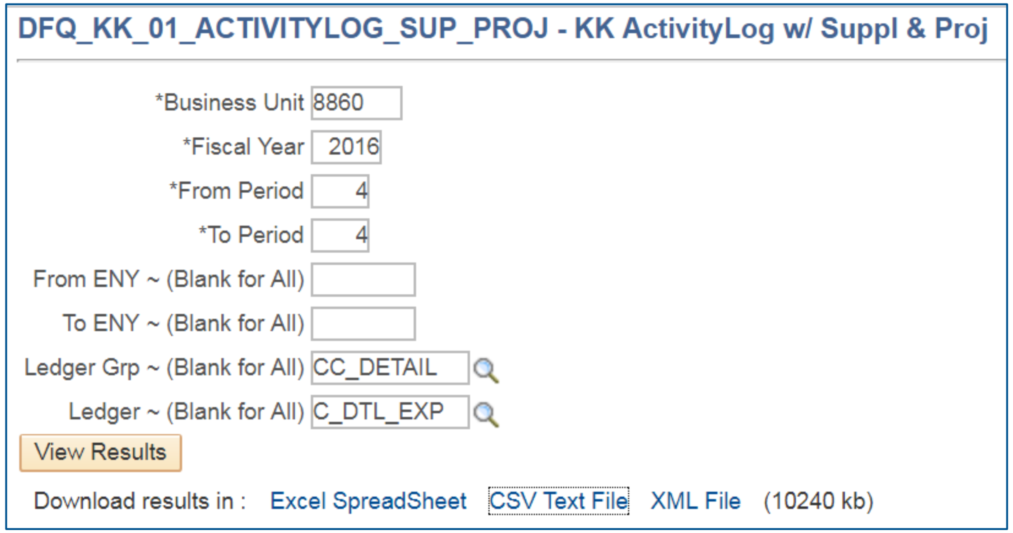
*Search By Query Name begins with dfq_kk

Search Results

*Folder View -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Sc
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ	KK ActivityLog w/ Suppl & Proj	Public	DOF	HTML	Excel	XML	Sc



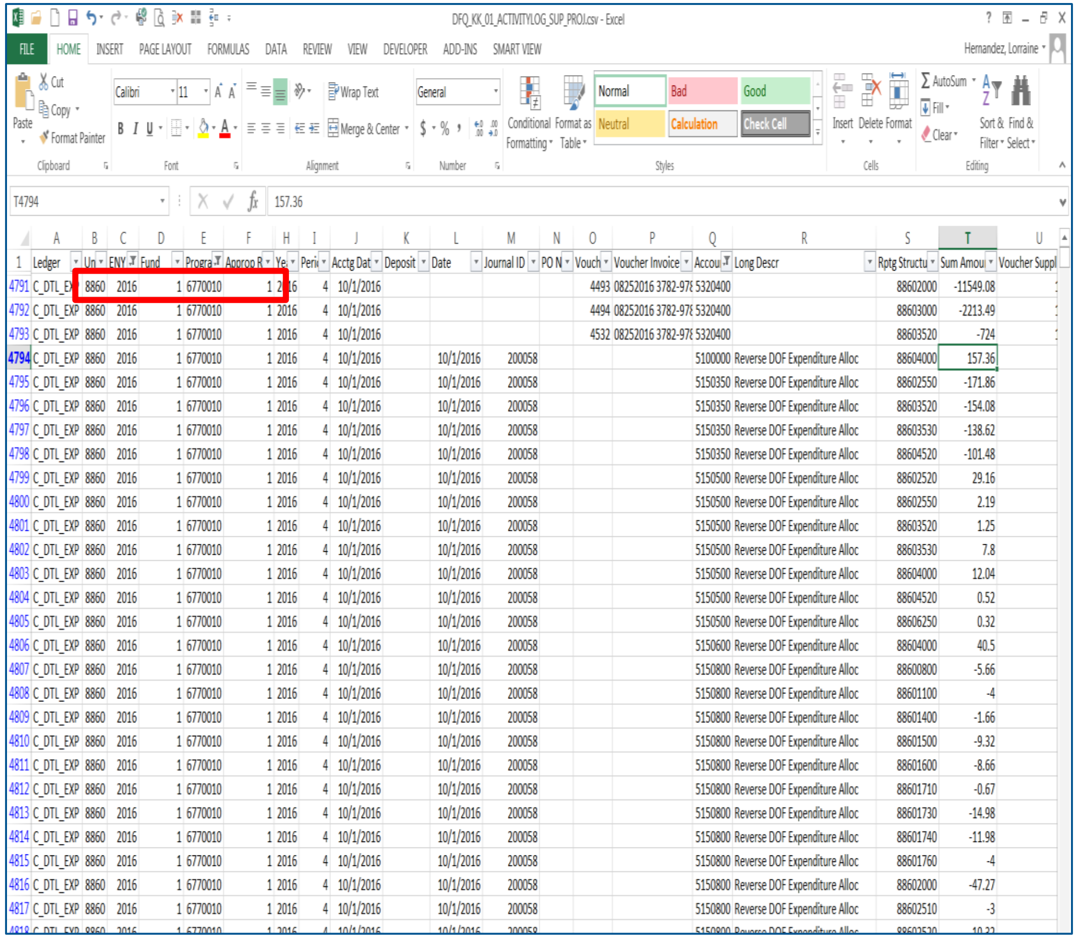
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 8860
*Fiscal Year 2016
*From Period 4
*To Period 4
From ENY ~ (Blank for All)
To ENY ~ (Blank for All)
Ledger Grp ~ (Blank for All) CC_DETAIL
Ledger ~ (Blank for All) C_DTL_EXP

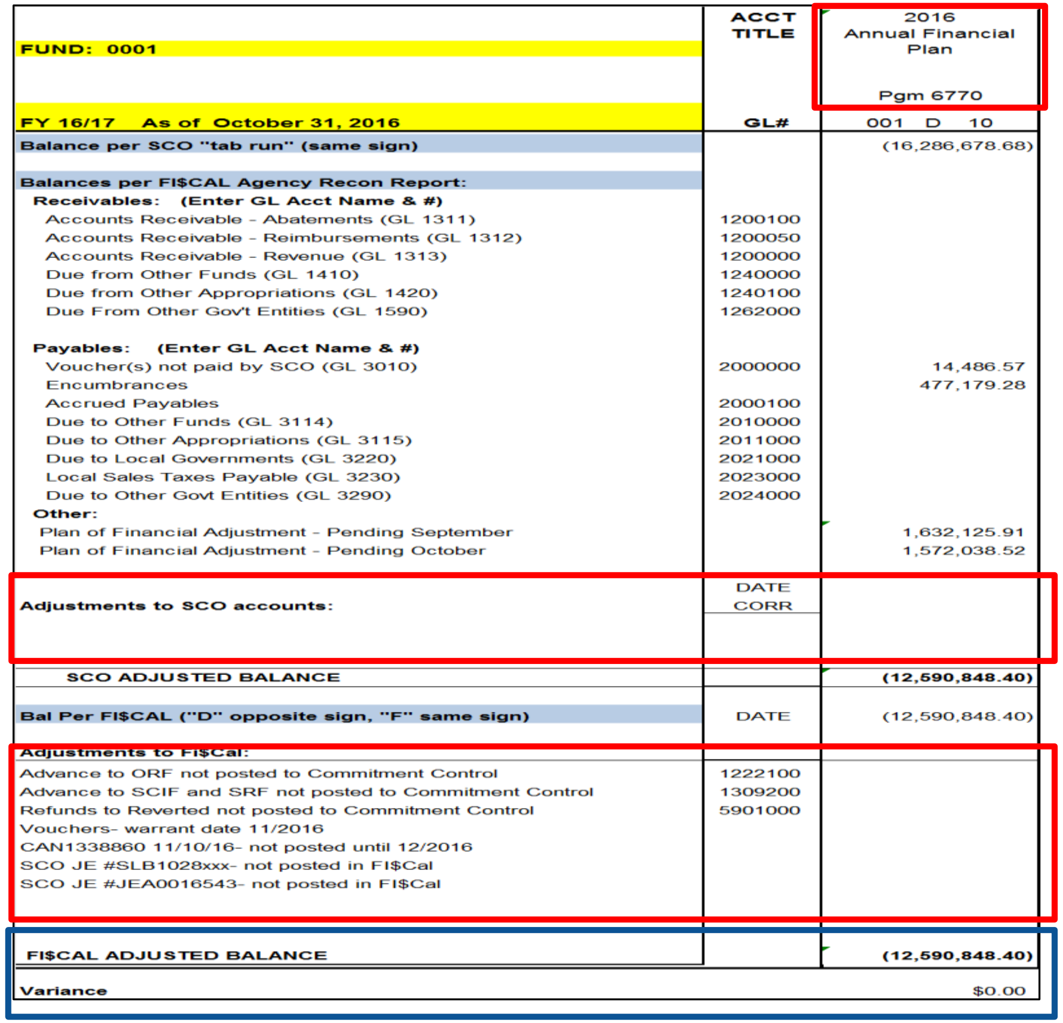
Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

Reconciling the "D" Account

Research Variance



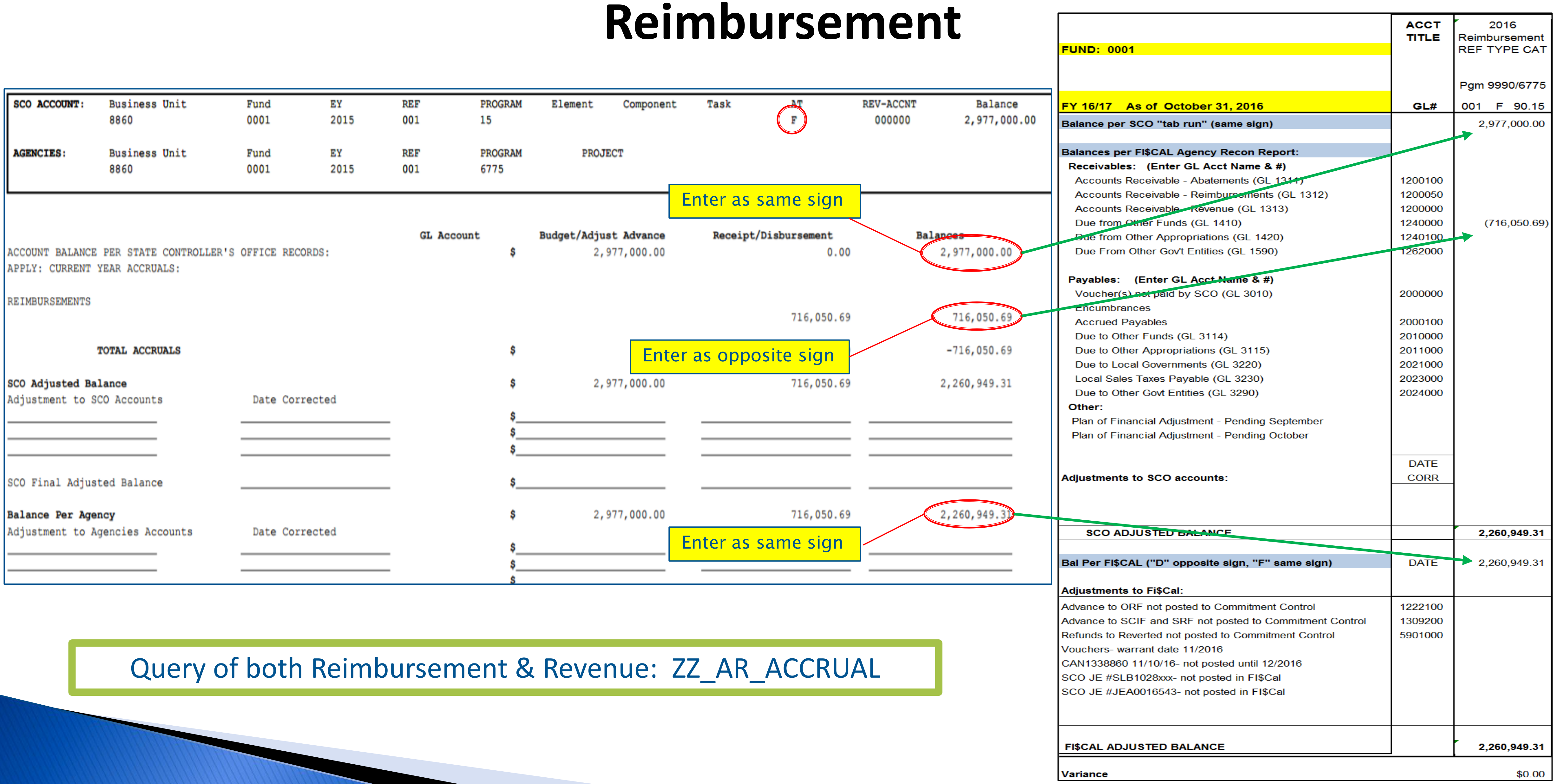
1	Ledger	Un	ENY	Fund	Progra	Approp R	Ye	Peri	Acctg Dat	Deposit	Date	Journal ID	PO N	Vouch	Voucher Invoice	Accou	Long Descr	Rptg Structu	Sum Amou	Voucher Suppl
4791	C_DTL_EX	8860	2016	1	6770010	1	2016	4	10/1/2016					4493	08252016 3782-978	5320400		88602000	-11549.08	
4792	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016					4494	08252016 3782-978	5320400		88603000	-2213.49	
4793	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016					4532	08252016 3782-978	5320400		88603520	-724	
4794	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5100000	Reverse DOF Expenditure Alloc	88604000	157.36	
4795	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150350	Reverse DOF Expenditure Alloc	88602550	-171.86	
4796	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150350	Reverse DOF Expenditure Alloc	88603520	-154.08	
4797	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150350	Reverse DOF Expenditure Alloc	88603530	-138.62	
4798	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150350	Reverse DOF Expenditure Alloc	88604520	-101.48	
4799	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88602520	29.16	
4800	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88602550	2.19	
4801	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88603520	1.25	
4802	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88603530	7.8	
4803	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88604000	12.04	
4804	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88604520	0.52	
4805	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150500	Reverse DOF Expenditure Alloc	88606250	0.32	
4806	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150600	Reverse DOF Expenditure Alloc	88604000	40.5	
4807	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88600800	-5.66	
4808	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601100	-4	
4809	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601400	-1.66	
4810	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601500	-9.32	
4811	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601600	-8.66	
4812	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601710	-0.67	
4813	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601730	-14.98	
4814	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601740	-11.98	
4815	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88601760	-4	
4816	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88602000	-47.27	
4817	C_DTL_EXP	8860	2016	1	6770010	1	2016	4	10/1/2016		10/1/2016	200058				5150800	Reverse DOF Expenditure Alloc	88602510	-3	



FUND: 0001 **FY 16/17 As of October 31, 2016**	**ACCT TITLE** **GL#**	2016 Annual Financial Plan Pgm 6770 001 D 10
Balance per SCO "tab run" (same sign)		(16,286,678.68)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	14,486.57
Encumbrances		477,179.28
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		1,632,125.91
Plan of Financial Adjustment - Pending October		1,572,038.52
Adjustments to SCO accounts:	DATE CORR	
SCO ADJUSTED BALANCE		**(12,590,848.40)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(12,590,848.40)
Adjustments to FI$Cal:		
Advance to ORF not posted to Commitment Control	1222100	
Advance to SCIF and SRF not posted to Commitment Control	1309200	
Refunds to Reverted not posted to Commitment Control	5901000	
Vouchers- warrant date 11/2016		
CAN1338860 11/10/16- not posted until 12/2016		
SCO JE #SLB1028xxx- not posted in FI$Cal		
SCO JE #JEA0016543- not posted in FI$Cal		
FI$CAL ADJUSTED BALANCE		**(12,590,848.40)**
Variance		$0.00

- Filter to view the ENY, Fund, Appn Ref, and PGM you are researching
- Compare FI$Cal spreadsheet to SCO Agency Rec (Tab Run) to find variance for Deposits & Journals (outstanding vouchers were already identified earlier with other query)
- Determine if the variance is something that needs to be entered by SCO or in FI$Cal

Reconciling the "F" Account Reimbursement



SCO ACCOUNT:	Business Unit	Fund	EY	REF	PROGRAM	Element	Component	Task	AT	REV-ACCNT	Balance
	8860	0001	2015	001	15				F	000000	2,977,000.00

AGENCIES:	Business Unit	Fund	EY	REF	PROGRAM	PROJECT
	8860	0001	2015	001	6775	

		GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:			$ 2,977,000.00	0.00	2,977,000.00
APPLY: CURRENT YEAR ACCRUALS:					
REIMBURSEMENTS					
				716,050.69	716,050.69
TOTAL ACCRUALS			$		-716,050.69
SCO Adjusted Balance			$ 2,977,000.00	716,050.69	2,260,949.31
Adjustment to SCO Accounts	Date Corrected				
			$		
			$		
			$		
SCO Final Adjusted Balance			$		
Balance Per Agency			$ 2,977,000.00	716,050.69	2,260,949.31
Adjustment to Agencies Accounts	Date Corrected				
			$		
			$		
			$		

Enter as same sign

Enter as opposite sign

Enter as same sign

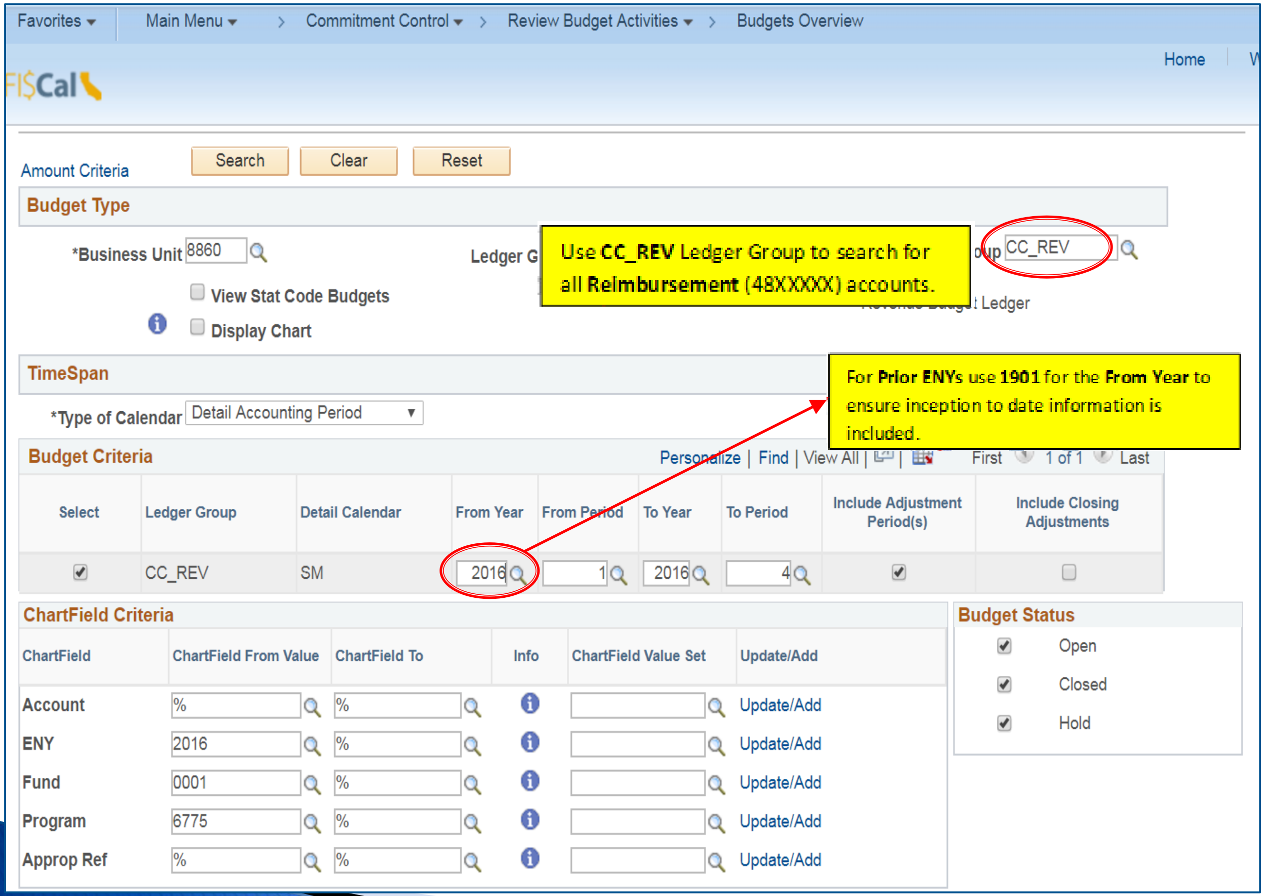
FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Reimbursement REF TYPE CAT Pgm 9990/6775 001 F 90.15
Balance per SCO "tab run" (same sign)		2,977,000.00
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	(716,050.69)
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	
Encumbrances		
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		
Plan of Financial Adjustment - Pending October		
Adjustments to SCO accounts:	DATE CORR	
SCO ADJUSTED BALANCE		**2,260,949.31**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	2,260,949.31
Adjustments to Fi$Cal:		
Advance to ORF not posted to Commitment Control	1222100	
Advance to SCIF and SRF not posted to Commitment Control	1309200	
Refunds to Reverted not posted to Commitment Control	5901000	
Vouchers- warrant date 11/2016		
CAN1338860 11/10/16- not posted until 12/2016		
SCO JE #SLB1028xxx- not posted in FI$Cal		
SCO JE #JEA0016543- not posted in FI$Cal		
FI$CAL ADJUSTED BALANCE		**2,260,949.31**
Variance		$0.00

Query of both Reimbursement & Revenue: ZZ_AR_ACCRUAL

Budget Overview - Commitment Control

(Reimbursement Accounts)

Main Menu> Commitment Control> Review Budget Activities> Budget Overview


Favorites ▾
Main Menu ▾
Commitment Control ▾
Review Budget Activities ▾
Budgets Overview
Home
FI$Cal
Amount Criteria
Search
Clear
Reset
Personalize | Find | View All |
First
1 of 1
Last
Update/Add

Use **CC_REV** Ledger Group to search for all **Reimbursement** (48XXXXX) accounts.

For **Prior ENYs** use **1901** for the **From Year** to ensure inception to date information is included.

Budget Type

*Business Unit 8860

Ledger Group CC_REV

Revenue Budget Ledger

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_REV	SM	2016	1	2016	4	☑	☐

ChartField Criteria

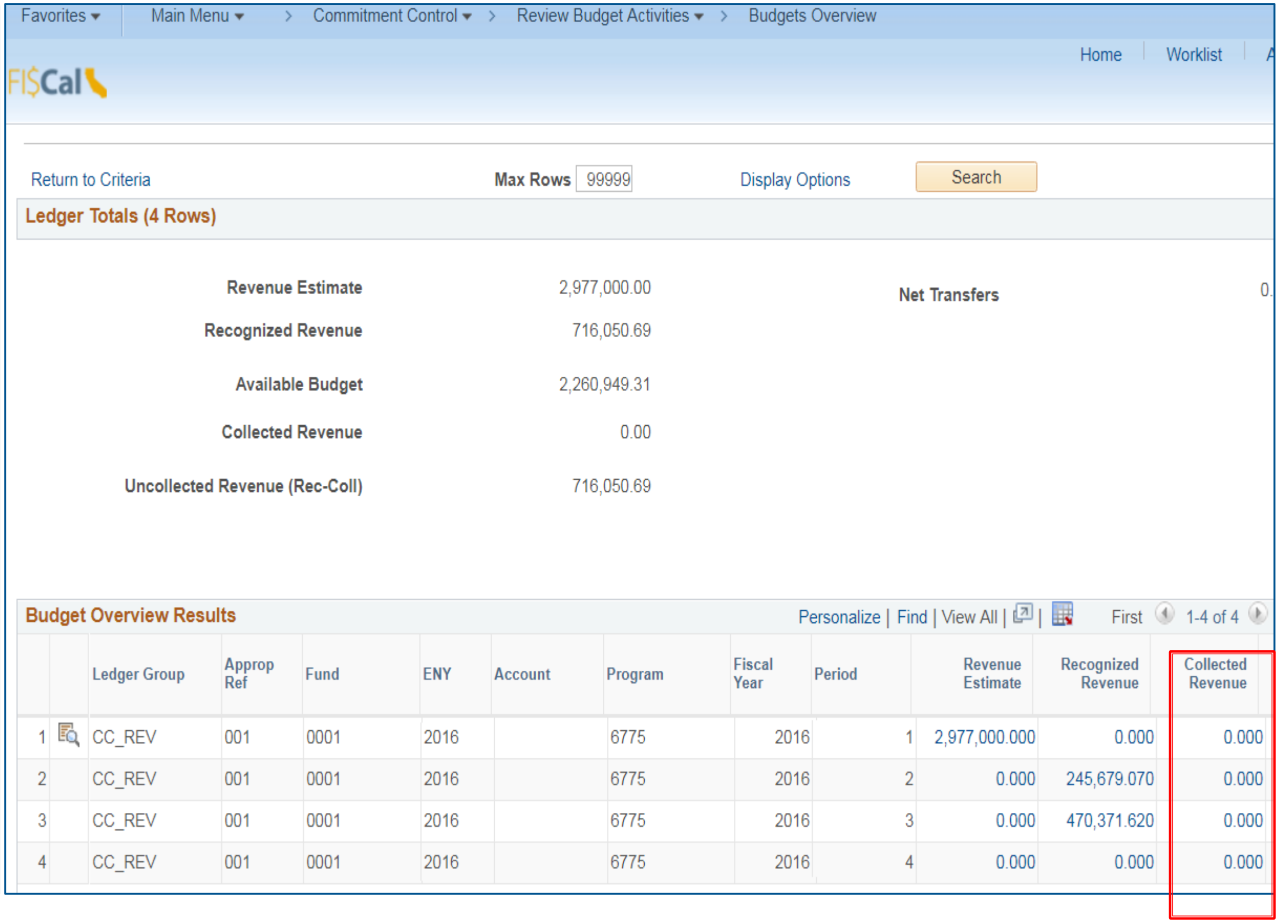
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%			Update/Add
ENY	2016	%			Update/Add
Fund	0001	%			Update/Add
Program	6775	%			Update/Add
Approp Ref	%	%			Update/Add

Budget Status

☑ Open

☑ Closed

☑ Hold


Favorites ▾
Main Menu ▾
Commitment Control ▾
Review Budget Activities ▾
Budgets Overview
Home
Worklist
FI$Cal
Return to Criteria
Display Options
Search
Personalize | Find | View All |
First
1-4 of 4

Max Rows 99999

Ledger Totals (4 Rows)

Revenue Estimate	2,977,000.00
Recognized Revenue	716,050.69
Available Budget	2,260,949.31
Collected Revenue	0.00
Uncollected Revenue (Rec-Coll)	716,050.69

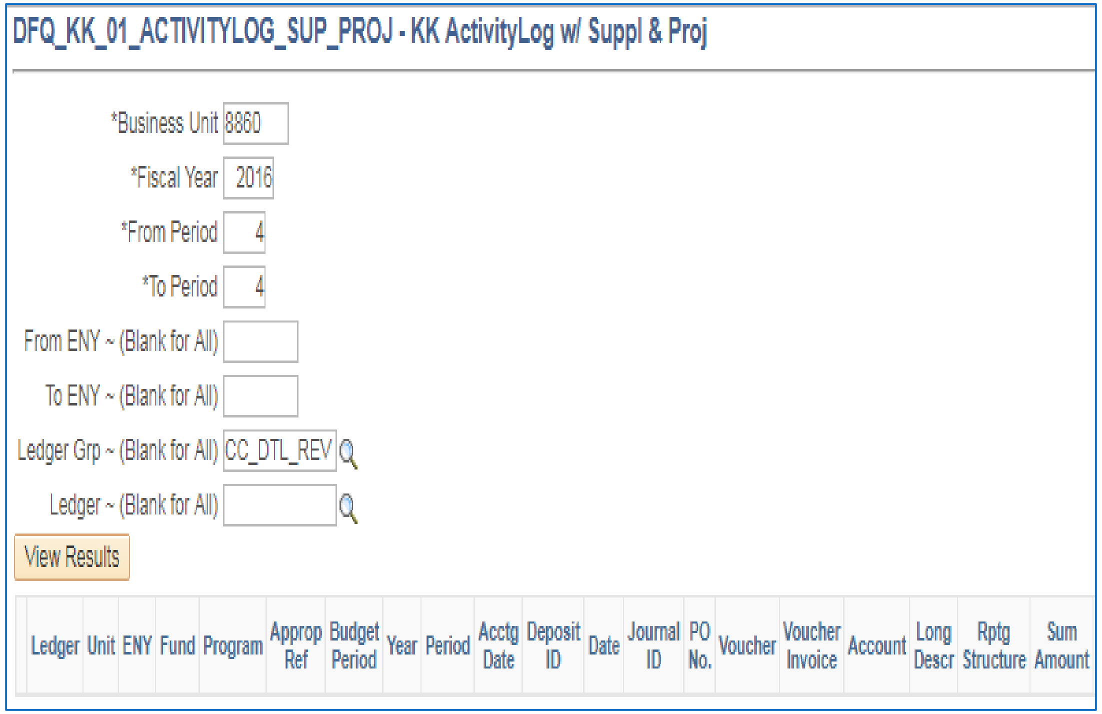
Net Transfers 0.

Budget Overview Results

		Ledger Group	Approp Ref	Fund	ENY	Account	Program	Fiscal Year	Period	Revenue Estimate	Recognized Revenue	Collected Revenue
1		CC_REV	001	0001	2016		6775	2016	1	2,977,000.000	0.000	0.000
2		CC_REV	001	0001	2016		6775	2016	2	0.000	245,679.070	0.000
3		CC_REV	001	0001	2016		6775	2016	3	0.000	470,371.620	0.000
4		CC_REV	001	0001	2016		6775	2016	4	0.000	0.000	0.000

Reconciling the “F” Account Reimbursement

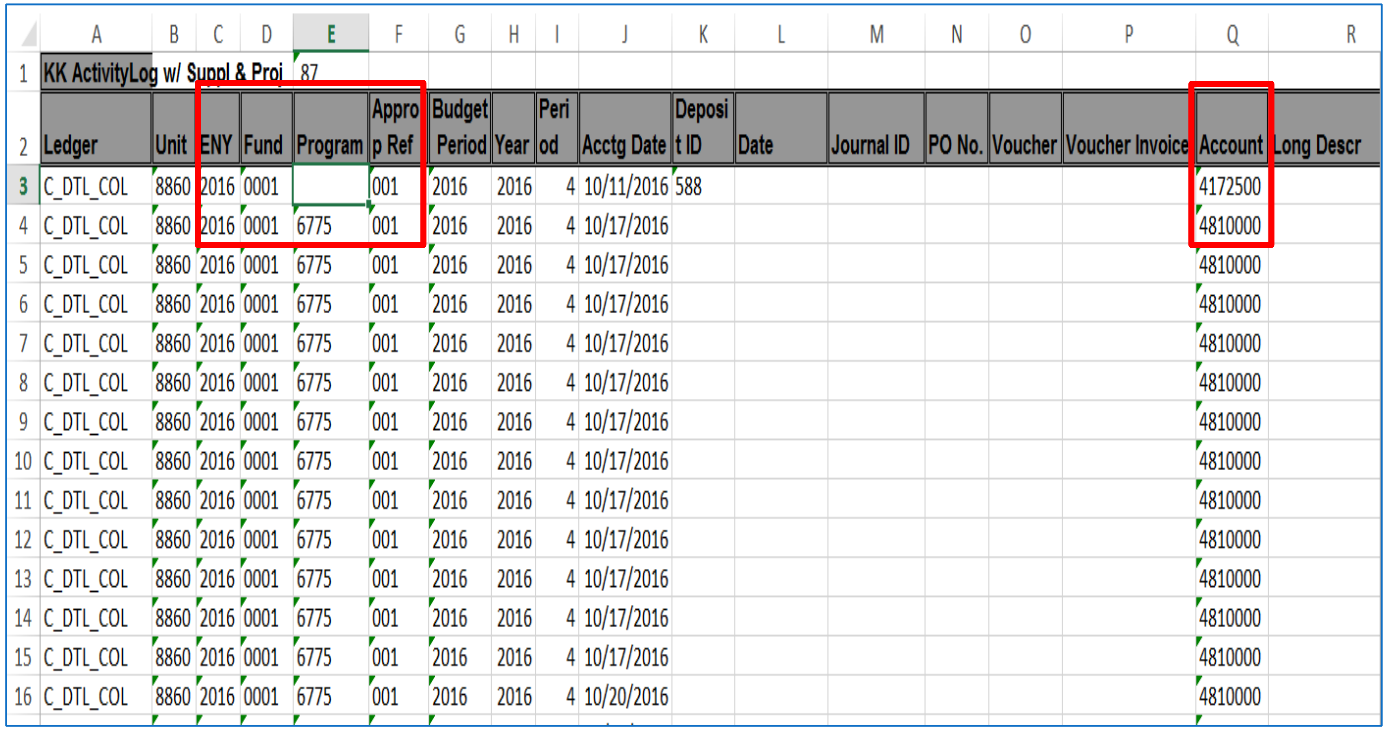
Research Variance



DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 8860
*Fiscal Year 2016
*From Period 4
*To Period 4
From ENY - (Blank for All)
To ENY - (Blank for All)
Ledger Grp - (Blank for All) CC_DTL_REV
Ledger - (Blank for All)

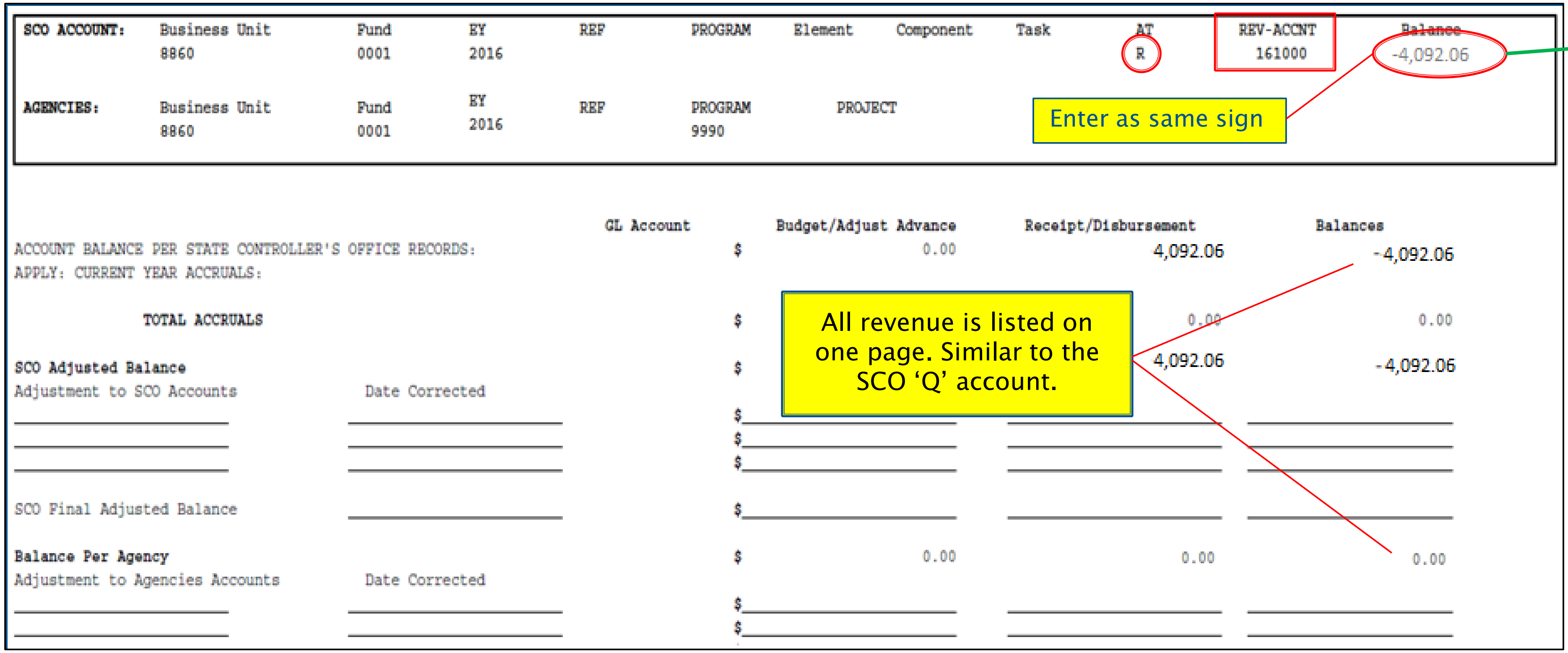
Ledger	Unit	ENY	Fund	Program	Approp Ref	Budget Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account	Long Descr	Rptg Structure	Sum Amount



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	KK ActivityLog w/ Suppl & Proj				87													
2	Ledger	Unit	ENY	Fund	Program	Appro p Ref	Budget Period	Year	Peri od	Acctg Date	Deposi t ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account	Long Descr
3	C_DTL_COL	8860	2016	0001		001	2016	2016	4	10/11/2016	588						4172500	
4	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
5	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
6	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
7	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
8	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
9	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
10	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
11	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
12	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
13	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
14	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
15	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
16	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/20/2016							4810000	

- Filter to view the ENY, Fund, PGM, Appn Ref, and Account 48XXXX (Reimbursement)
- Any Collected Reimbursement should be reconciled against SCO Tab Run to make sure all money has been remitted.
- Determine if the variance is something that needs to be entered by SCO or in FI$Cal to determine placement on reconciliation

Reconciling the “R” Account Revenue



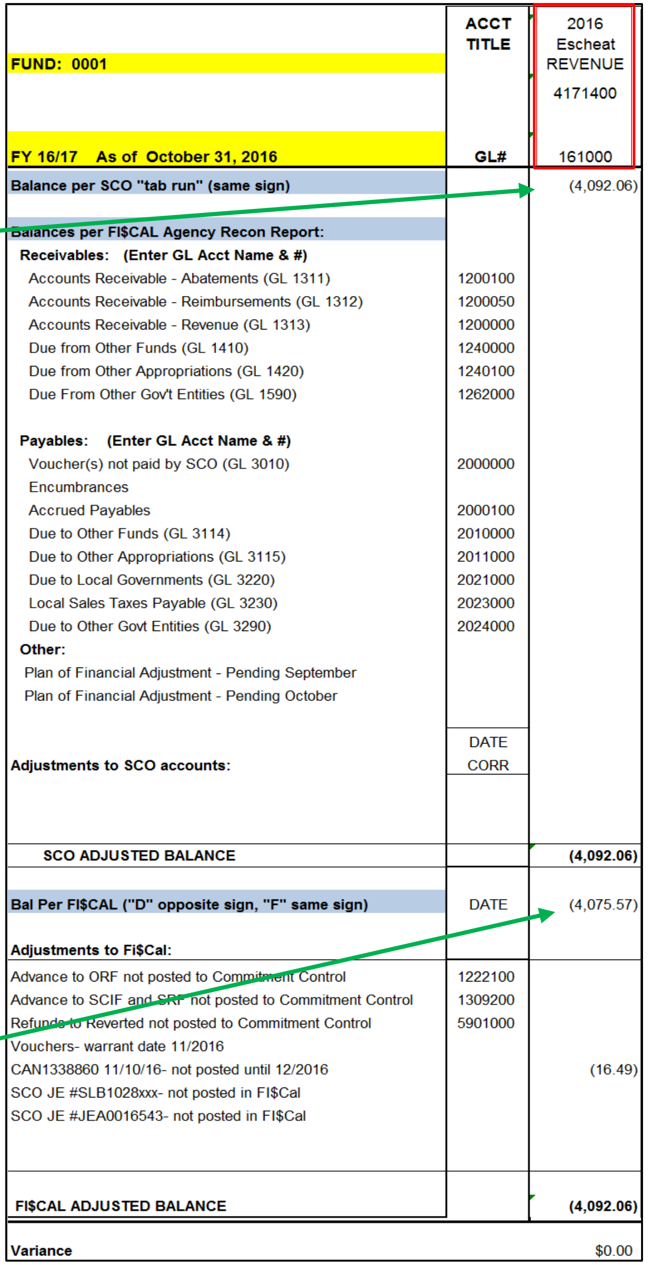
SCO ACCOUNT:	Business Unit	Fund	FY	REF	PROGRAM	Element	Component	Task	AT	REV-ACCNT	Balance
	8860	0001	2016						R	161000	-4,092.06

AGENCIES:	Business Unit	Fund	FY	REF	PROGRAM	PROJECT
	8860	0001	2016		9990	

	GL Account	Budget/Adjust Advance	Receipt/Disbursement	Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:		$ 0.00	4,092.06	-4,092.06
APPLY: CURRENT YEAR ACCRUALS:				
TOTAL ACCRUALS		$	0.00	0.00
SCO Adjusted Balance		$	4,092.06	-4,092.06
Adjustment to SCO Accounts	Date Corrected			
		$		
		$		
		$		
SCO Final Adjusted Balance		$		
Balance Per Agency		$ 0.00	0.00	0.00
Adjustment to Agencies Accounts	Date Corrected			
		$		
		$		

Enter as same sign

All revenue is listed on one page. Similar to the SCO ‘Q’ account.



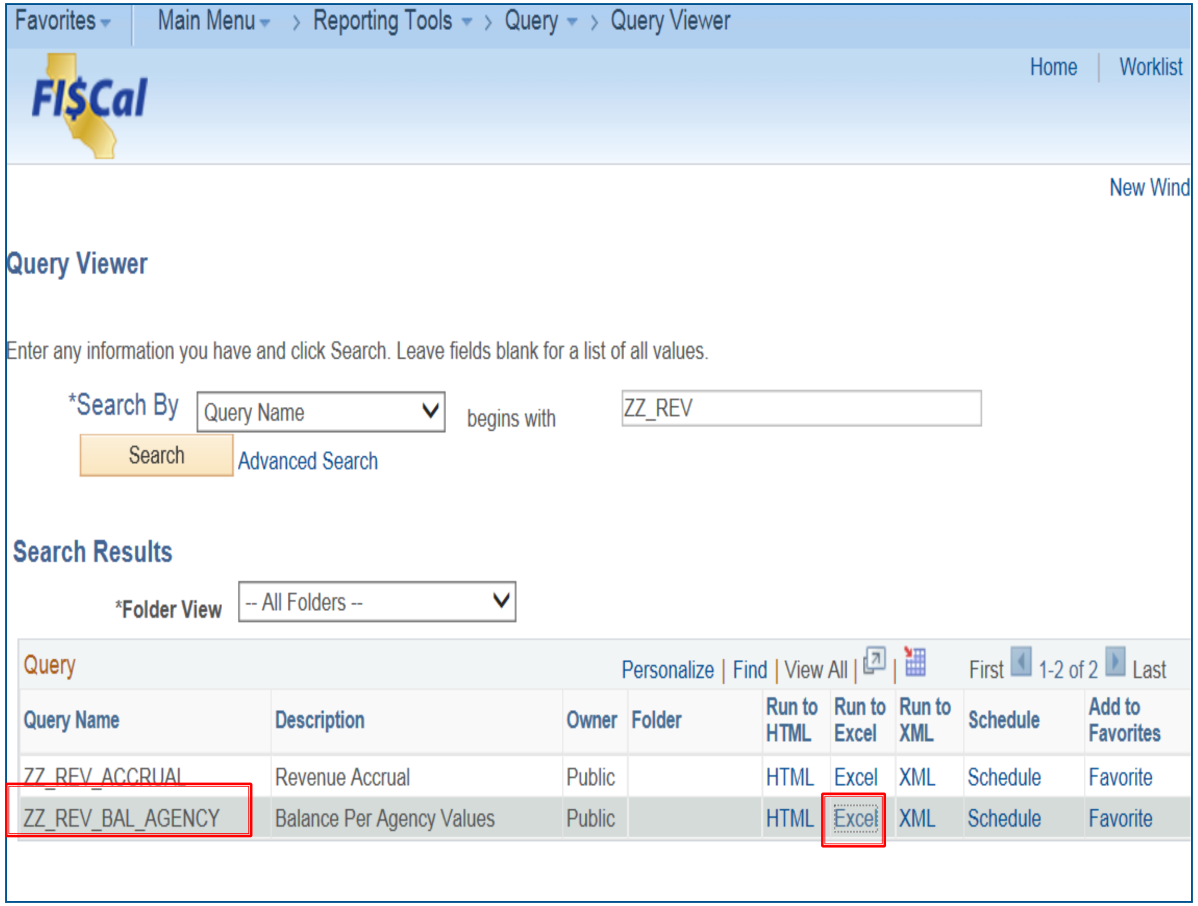
	ACCT TITLE	2016 Escheat REVENUE 4171400
FUND: 0001		
FY 16/17 As of October 31, 2016	**GL#**	161000
Balance per SCO "tab run" (same sign)		(4,092.06)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	
Encumbrances		
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		
Plan of Financial Adjustment - Pending October		
	DATE CORR	
Adjustments to SCO accounts:		
SCO ADJUSTED BALANCE		**(4,092.06)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)
Adjustments to Fi$Cal:		
Advance to ORF not posted to Commitment Control	1222100	
Advance to SCIF and SRF not posted to Commitment Control	1309200	
Refunds to Reverted not posted to Commitment Control	5901000	
Vouchers- warrant date 11/2016		
CAN1338860 11/10/16- not posted until 12/2016		(16.49)
SCO JE #SLB1028xxx- not posted in FI$Cal		
SCO JE #JEA0016543- not posted in FI$Cal		
FI$CAL ADJUSTED BALANCE		**(4,092.06)**
Variance		$0.00

Query FI$Cal Revenue Balances: ZZ_REV_BAL_AGENCY

Enter as opposite sign

Reconciling the "R" Account Revenue

Acquire "Balance per FI$Cal" for reconciliation


Favorites
Main Menu
Reporting Tools
Query
Query Viewer
FI$Cal
Home
Worklist
New Wind

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name — begins with: ZZ_REV

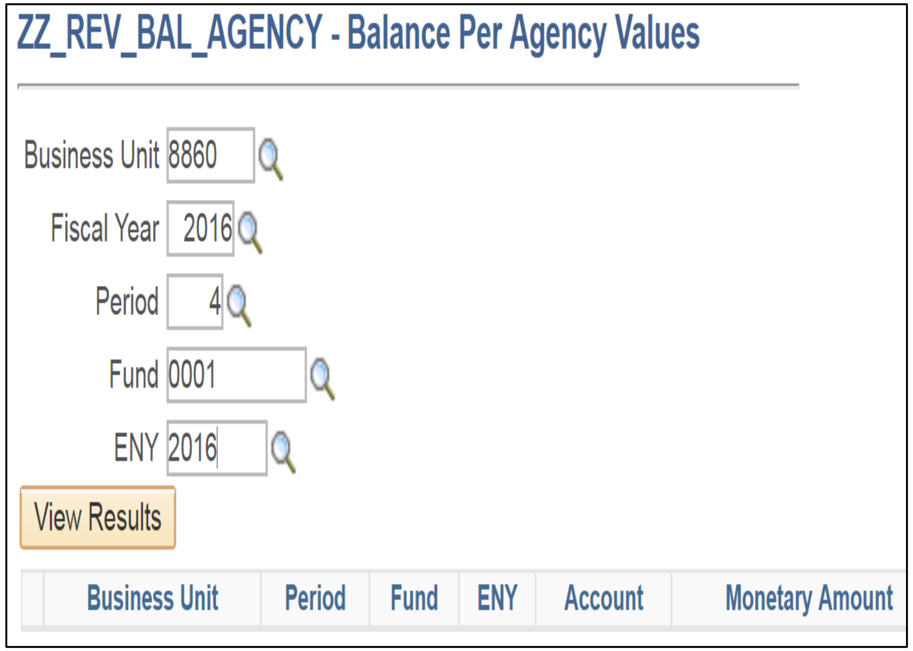
Search
Advanced Search

Search Results

*Folder View: -- All Folders --

Personalize | Find | View All
First 1-2 of 2 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
ZZ_REV_ACCRUAL	Revenue Accrual	Public		HTML	Excel	XML	Schedule	Favorite
ZZ_REV_BAL_AGENCY	Balance Per Agency Values	Public		HTML	Excel	XML	Schedule	Favorite

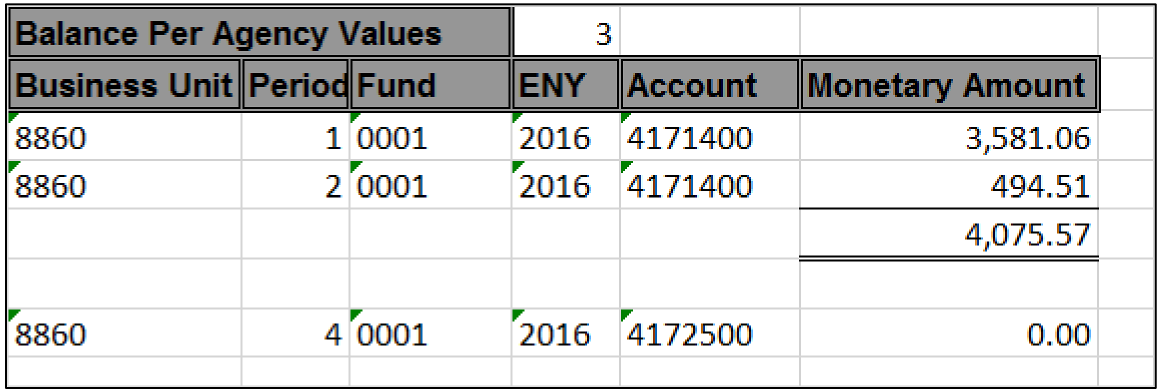


ZZ_REV_BAL_AGENCY - Balance Per Agency Values

Business Unit: 8860
Fiscal Year: 2016
Period: 4
Fund: 0001
ENY: 2016

View Results

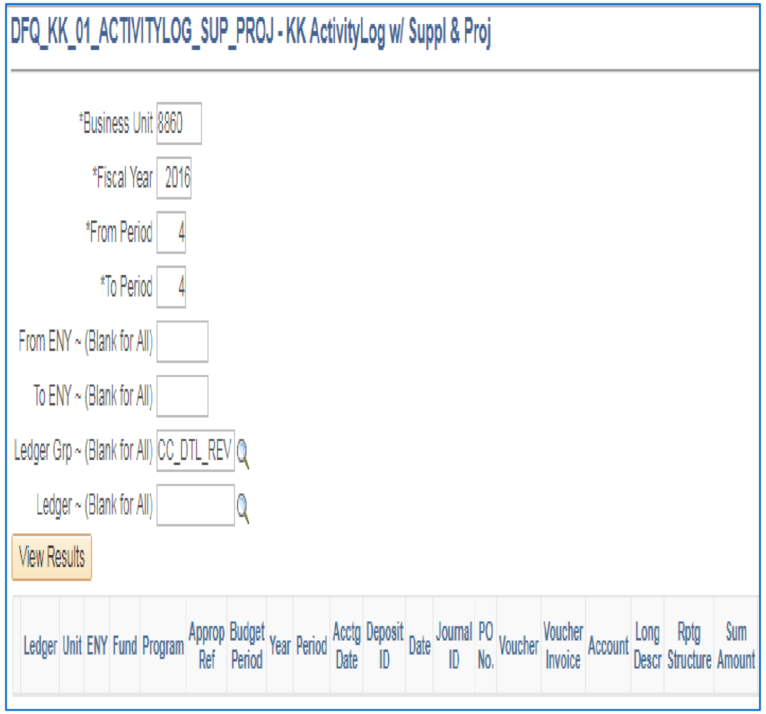
Business Unit	Period	Fund	ENY	Account	Monetary Amount



Balance Per Agency Values			3		
Business Unit	Period	Fund	ENY	Account	Monetary Amount
8860	1	0001	2016	4171400	3,581.06
8860	2	0001	2016	4171400	494.51
					4,075.57
8860	4	0001	2016	4172500	0.00

Reconciling the “R” Account Revenue

Research Variance



DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 8860

*Fiscal Year 2016

*From Period 4

*To Period 4

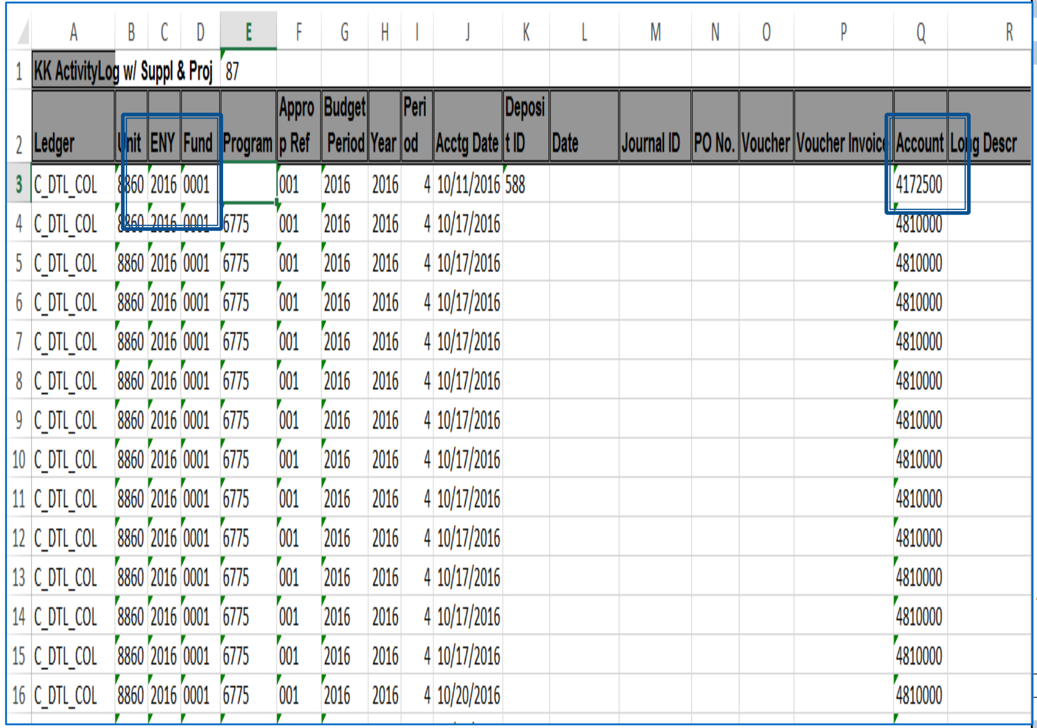
From ENY - (Blank for All)

To ENY - (Blank for All)

Ledger Grp - (Blank for All) CC_DTL_REV

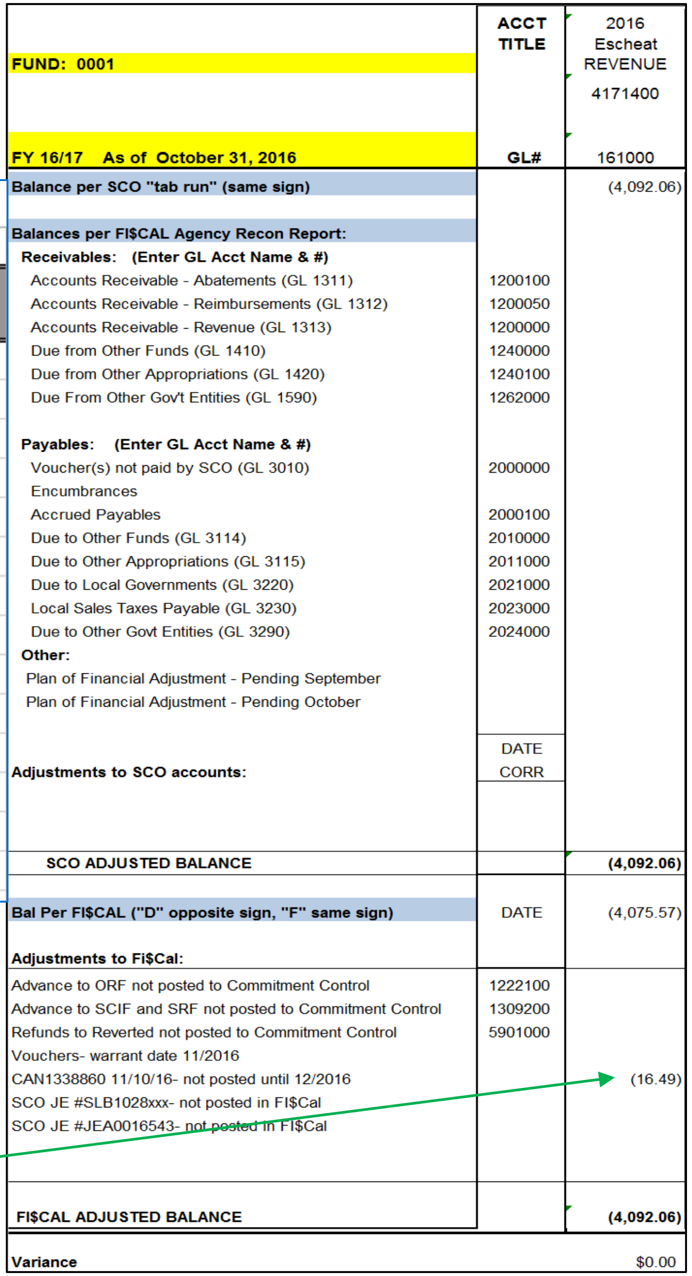
Ledger - (Blank for All)

Ledger	Unit	ENY	Fund	Program	Approp Ref	Budgt Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account	Long Descr	Rptg Structure	Sum Amount



KK ActivityLog w/ Suppl & Proj 87

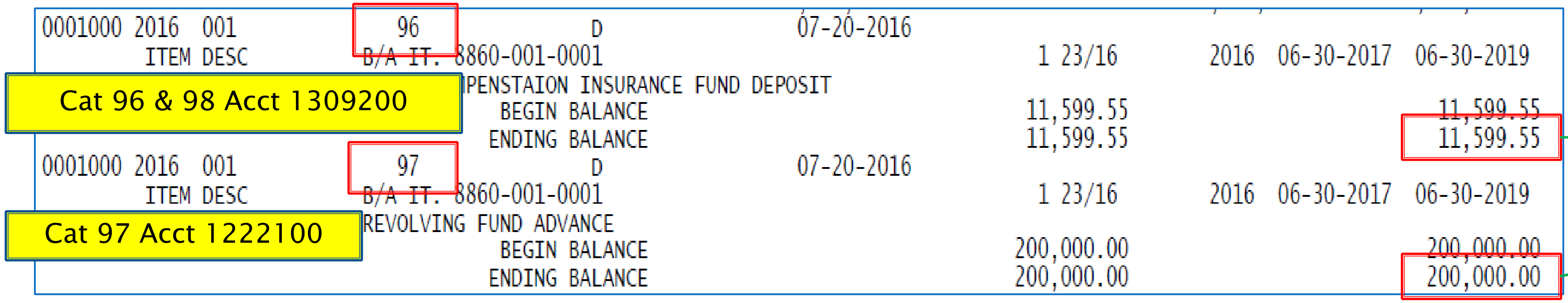
	Ledger	Unit	ENY	Fund	Program	Approp Ref	Budget Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoic	Account	Long Descr
3	C_DTL_COL	8860	2016	0001		001	2016	2016	4	10/11/2016	588						4172500	
4	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
5	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
6	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
7	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
8	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
9	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
10	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
11	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
12	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
13	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
14	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
15	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/17/2016							4810000	
16	C_DTL_COL	8860	2016	0001	6775	001	2016	2016	4	10/20/2016							4810000	



FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Escheat REVENUE 4171400 161000
Balance per SCO "tab run" (same sign)		(4,092.06)
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	
Encumbrances		
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		
Plan of Financial Adjustment - Pending October		
Adjustments to SCO accounts:	DATE CORR	
SCO ADJUSTED BALANCE		**(4,092.06)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)
Adjustments to Fi$Cal:		
Advance to ORF not posted to Commitment Control	1222100	
Advance to SCIF and SRF not posted to Commitment Control	1309200	
Refunds to Reverted not posted to Commitment Control	5901000	
Vouchers- warrant date 11/2016		
CAN1338860 11/10/16- not posted until 12/2016		(16.49)
SCO JE #SLB1028xxx- not posted in FI$Cal		
SCO JE #JEA0016543- not posted in FI$Cal		
FI$CAL ADJUSTED BALANCE		**(4,092.06)**
Variance		$0.00

- Filter to view the ENY, Fund, and Account 41XXXX (Revenue)
- Any Collected Revenue should be reconciled against SCO Tab Run to make sure all money has been remitted.
- Determine if the variance is something that needs to be entered by SCO or in FI$Cal to determine placement on reconciliation

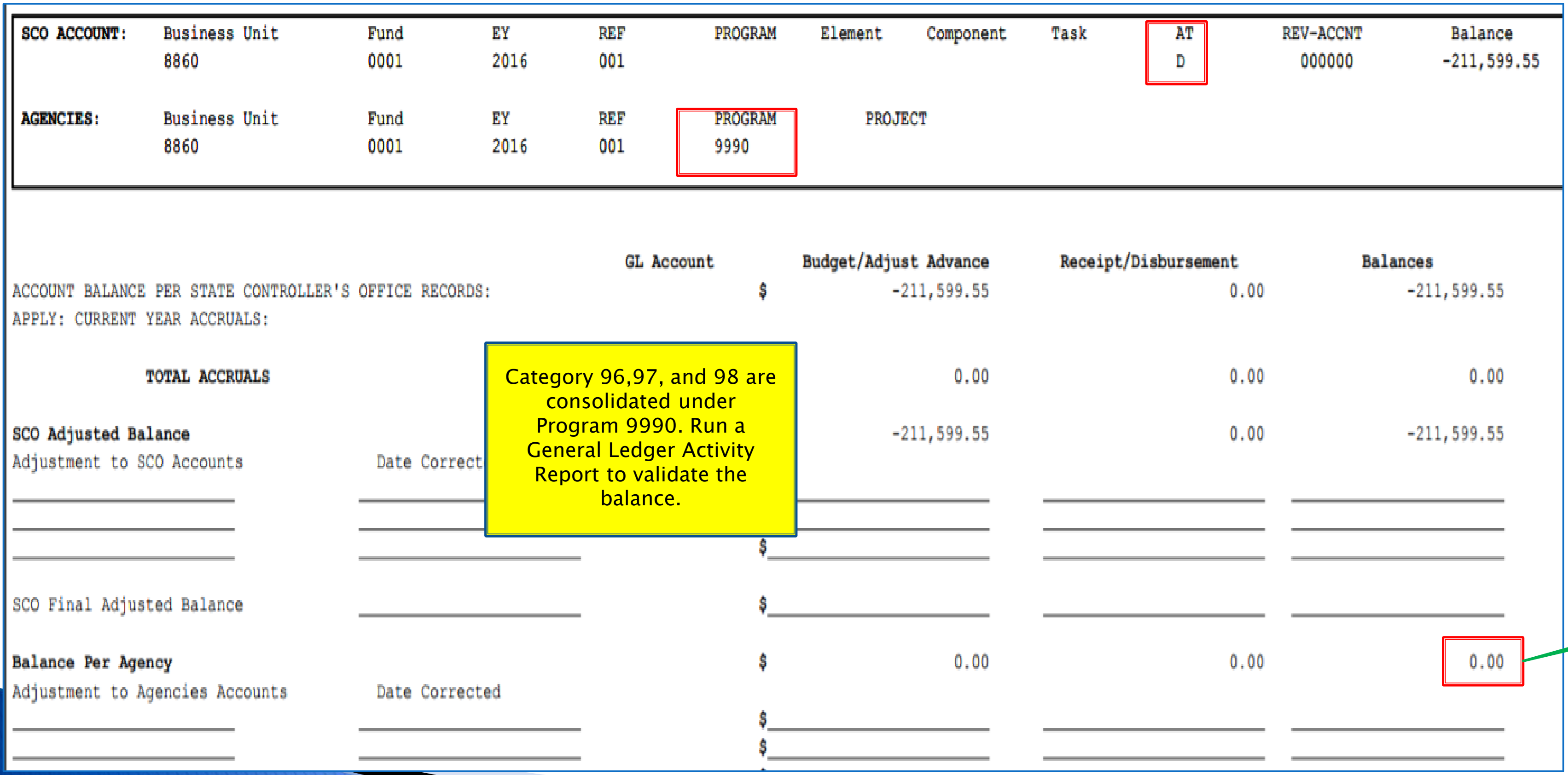
Reconciling the Advances (Cat 96, 97, 98)



```
0001000 2016   001          96                 D              07-20-2016
        ITEM DESC         B/A IT. 8860-001-0001                              1 23/16     2016  06-30-2017  06-30-2019
                                 PENSTAION INSURANCE FUND DEPOSIT
                                   BEGIN BALANCE                          11,599.55                            11,599.55
                                  ENDING BALANCE                          11,599.55                            11,599.55
0001000 2016   001          97                 D              07-20-2016
        ITEM DESC         B/A IT. 8860-001-0001                              1 23/16     2016  06-30-2017  06-30-2019
                          REVOLVING FUND ADVANCE
                                   BEGIN BALANCE                         200,000.00                           200,000.00
                                  ENDING BALANCE                         200,000.00                           200,000.00
```

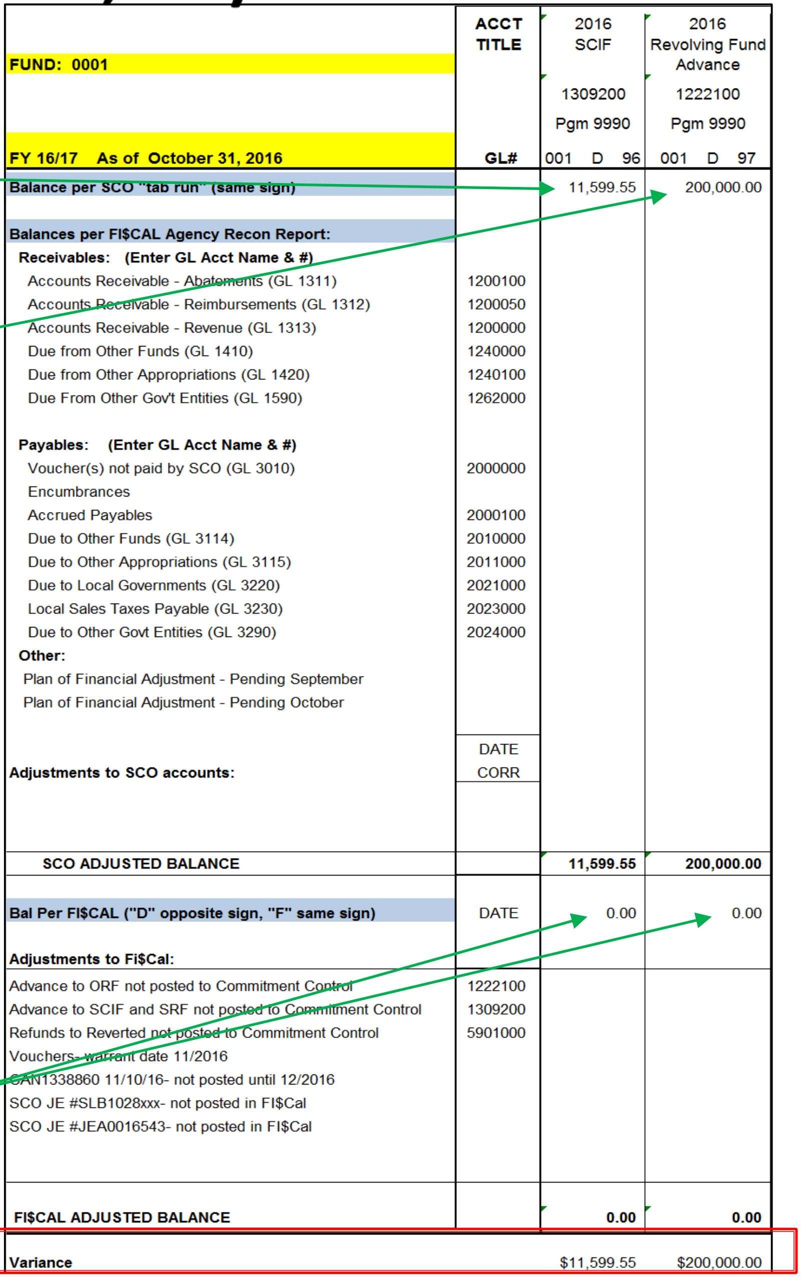
Cat 96 & 98 Acct 1309200

Cat 97 Acct 1222100



```
SCO ACCOUNT:  Business Unit    Fund    EY     REF    PROGRAM   Element   Component   Task   AT   REV-ACCNT   Balance
              8860             0001    2016   001                                           D    000000      -211,599.55

AGENCIES:     Business Unit    Fund    EY     REF    PROGRAM        PROJECT
              8860             0001    2016   001    9990

                                                GL Account    Budget/Adjust Advance    Receipt/Disbursement      Balances
ACCOUNT BALANCE PER STATE CONTROLLER'S OFFICE RECORDS:     $           -211,599.55                    0.00   -211,599.55
APPLY: CURRENT YEAR ACCRUALS:

          TOTAL ACCRUALS                                                      0.00                    0.00          0.00

SCO Adjusted Balance                                                   -211,599.55                    0.00   -211,599.55
Adjustment to SCO Accounts          Date Correct
_______________________             _______________________   _______________________   _______________________   _______________________
_______________________             _______________________   _______________________   _______________________   _______________________
_______________________             _______________________ $ _______________________   _______________________   _______________________

SCO Final Adjusted Balance          _______________________ $ _______________________   _______________________   _______________________

Balance Per Agency                                           $                    0.00                    0.00          0.00
Adjustment to Agencies Accounts     Date Corrected
_______________________             _______________________ $ _______________________   _______________________   _______________________
_______________________             _______________________ $ _______________________   _______________________   _______________________
```

Category 96,97, and 98 are consolidated under Program 9990. Run a General Ledger Activity Report to validate the balance.

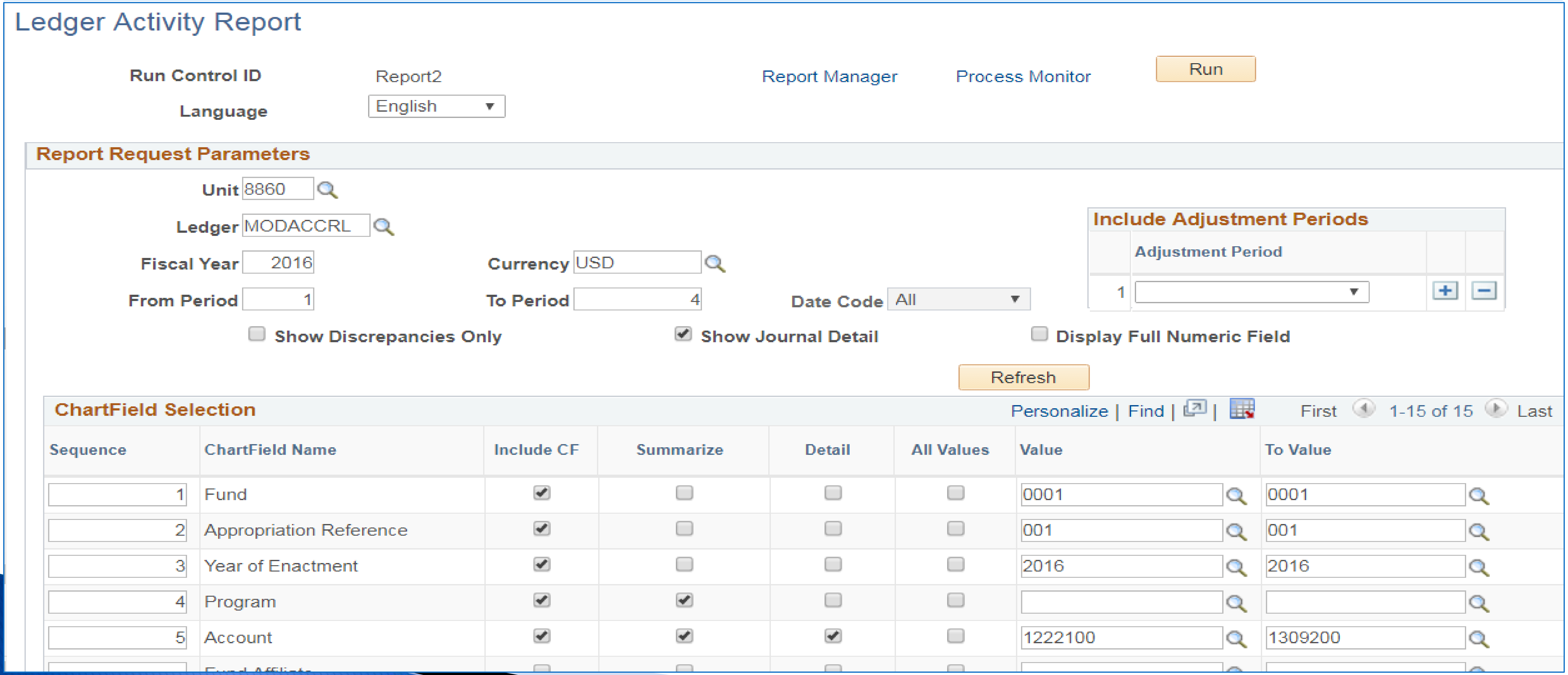


	ACCT TITLE	2016 SCIF	2016 Revolving Fund Advance
FUND: 0001		1309200	1222100
		Pgm 9990	Pgm 9990
FY 16/17 As of October 31, 2016	**GL#**	001 D 96	001 D 97
Balance per SCO "tab run" (same sign)		11,599.55	200,000.00
Balances per FI$CAL Agency Recon Report:			
Receivables: (Enter GL Acct Name & #)			
Accounts Receivable - Abatements (GL 1311)	1200100		
Accounts Receivable - Reimbursements (GL 1312)	1200050		
Accounts Receivable - Revenue (GL 1313)	1200000		
Due from Other Funds (GL 1410)	1240000		
Due from Other Appropriations (GL 1420)	1240100		
Due From Other Gov't Entities (GL 1590)	1262000		
Payables: (Enter GL Acct Name & #)			
Voucher(s) not paid by SCO (GL 3010)	2000000		
Encumbrances			
Accrued Payables	2000100		
Due to Other Funds (GL 3114)	2010000		
Due to Other Appropriations (GL 3115)	2011000		
Due to Local Governments (GL 3220)	2021000		
Local Sales Taxes Payable (GL 3230)	2023000		
Due to Other Govt Entities (GL 3290)	2024000		
Other:			
Plan of Financial Adjustment - Pending September			
Plan of Financial Adjustment - Pending October			
Adjustments to SCO accounts:	DATE CORR		
SCO ADJUSTED BALANCE		**11,599.55**	**200,000.00**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	0.00	0.00
Adjustments to Fi$Cal:			
Advance to ORF not posted to Commitment Control	1222100		
Advance to SCIF and SRF not posted to Commitment Control	1309200		
Refunds to Reverted not posted to Commitment Control	5901000		
Vouchers- warrant date 11/2016			
CAN1338860 11/10/16- not posted until 12/2016			
SCO JE #SLB1028xxx- not posted in FI$Cal			
SCO JE #JEA0016543- not posted in FI$Cal			
FI$CAL ADJUSTED BALANCE		**0.00**	**0.00**
Variance		$11,599.55	$200,000.00

Reconciling the Advances (Cat 96, 97, 98)

Ledger Activity Report - *Job Aid Fi$cal.218*

Main Menu> General Ledger> General Reports> Ledger Activity



Ledger Activity Report

Run Control ID Report2

Language English

Report Manager
Process Monitor
Run

Report Request Parameters

Unit 8860

Ledger MODACCRL

Fiscal Year 2016

Currency USD

From Period 1

To Period 4

Date Code All

Include Adjustment Periods

	Adjustment Period
1	

☐ Show Discrepancies Only

☑ Show Journal Detail

☐ Display Full Numeric Field

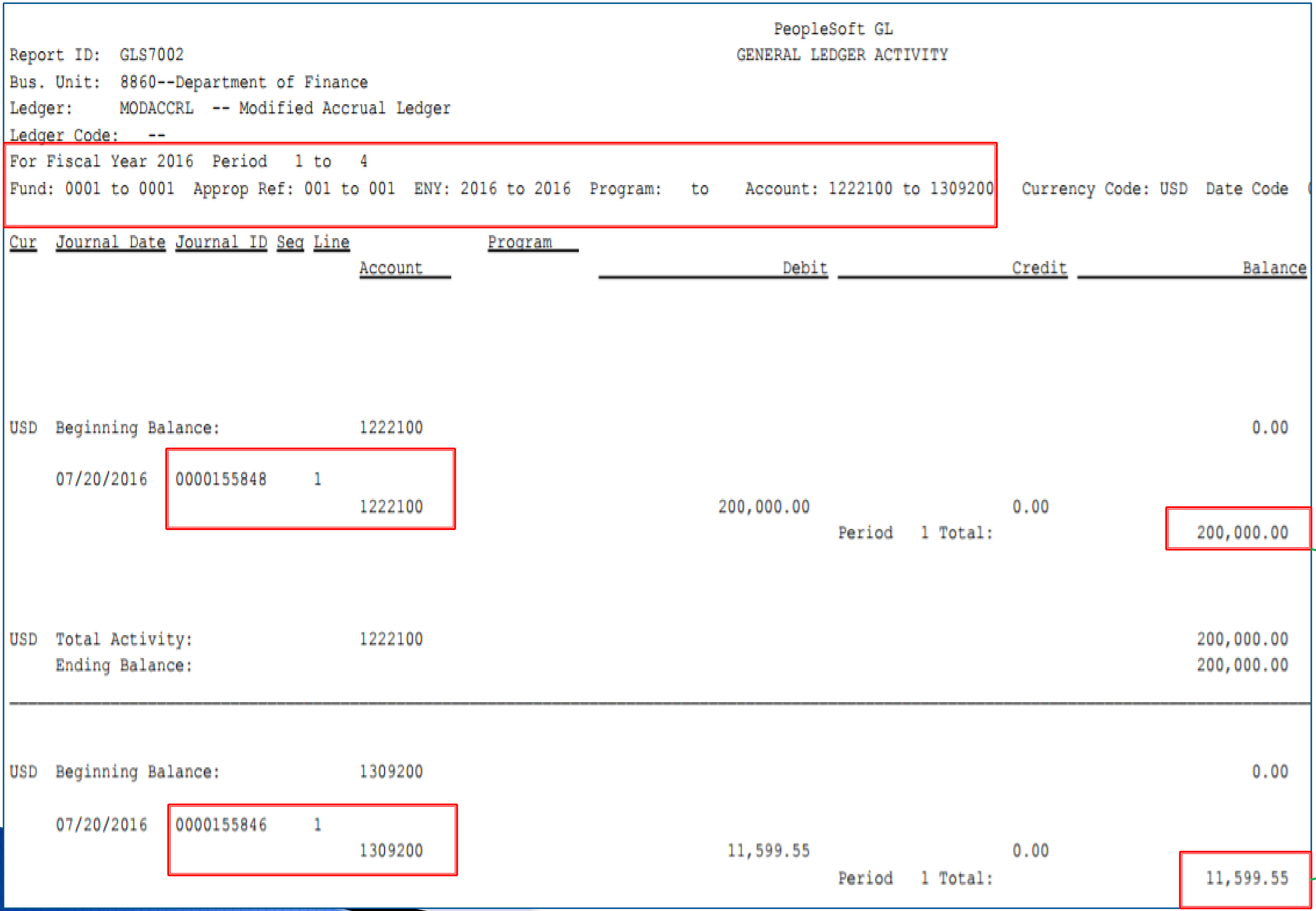
Refresh

ChartField Selection

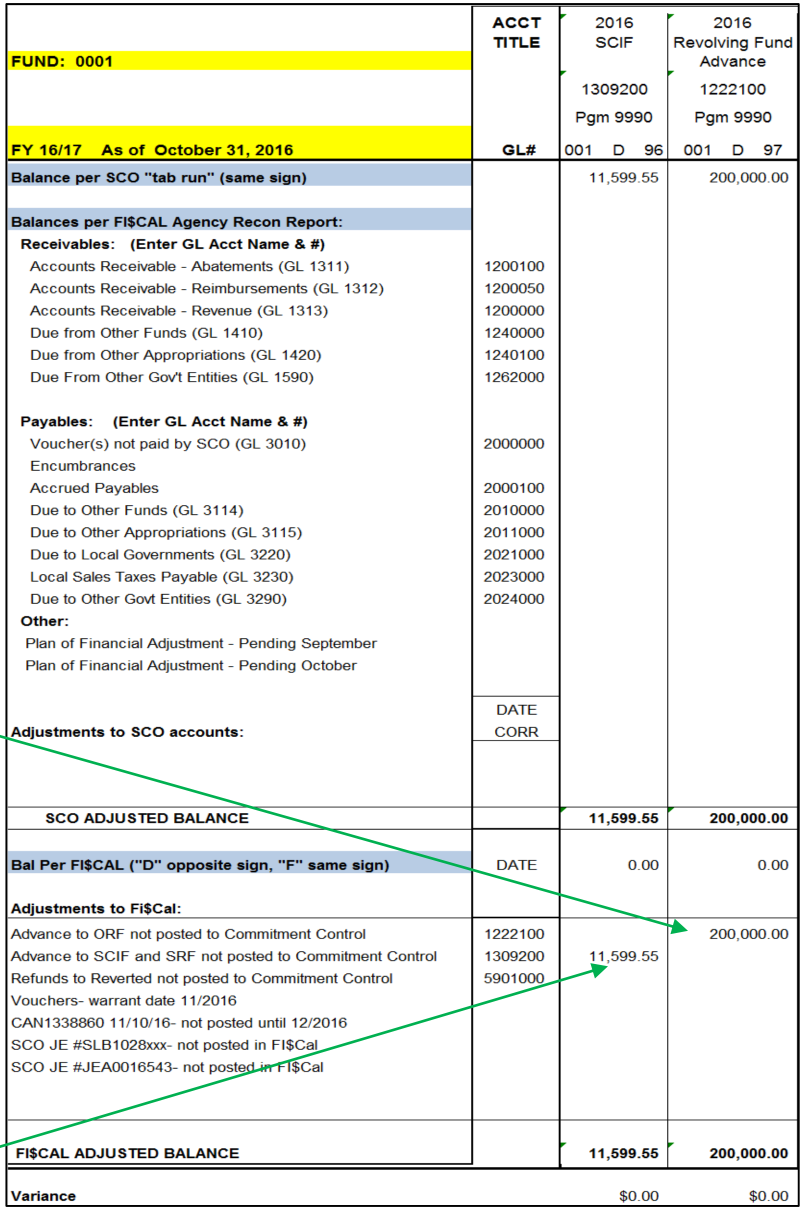
Personalize | Find |
First
1-15 of 15
Last

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Fund	☑	☐	☐	☐	0001	0001
2	Appropriation Reference	☑	☐	☐	☐	001	001
3	Year of Enactment	☑	☐	☐	☐	2016	2016
4	Program	☑	☑	☐	☐		
5	Account	☑	☑	☑	☐	1222100	1309200

Reconciling the Advances (Cat 96, 97, 98)



```
                                                    PeopleSoft GL
Report ID:  GLS7002                              GENERAL LEDGER ACTIVITY
Bus. Unit:  8860--Department of Finance
Ledger:     MODACCRL  -- Modified Accrual Ledger
Ledger Code:  --
For Fiscal Year 2016  Period   1 to   4
Fund: 0001 to 0001  Approp Ref: 001 to 001  ENY: 2016 to 2016  Program:   to    Account: 1222100 to 1309200   Currency Code: USD  Date Code

Cur  Journal Date Journal ID Seq Line          Program
                                   Account                           Debit               Credit             Balance



USD  Beginning Balance:            1222100                                                                   0.00

     07/20/2016  0000155848      1
                                   1222100                     200,000.00                 0.00
                                                                           Period   1 Total:           200,000.00


USD  Total Activity:               1222100                                                             200,000.00
     Ending Balance:                                                                                   200,000.00
--------------------------------------------------------------------------------------------------------------------

USD  Beginning Balance:            1309200                                                                   0.00

     07/20/2016  0000155846      1
                                   1309200                      11,599.55                 0.00
                                                                           Period   1 Total:            11,599.55
```



	ACCT TITLE	2016 SCIF	2016 Revolving Fund Advance
FUND: 0001			
		1309200	1222100
		Pgm 9990	Pgm 9990
FY 16/17 As of October 31, 2016	**GL#**	001 D 96	001 D 97
Balance per SCO "tab run" (same sign)		11,599.55	200,000.00
Balances per FI$CAL Agency Recon Report:			
Receivables: (Enter GL Acct Name & #)			
Accounts Receivable - Abatements (GL 1311)	1200100		
Accounts Receivable - Reimbursements (GL 1312)	1200050		
Accounts Receivable - Revenue (GL 1313)	1200000		
Due from Other Funds (GL 1410)	1240000		
Due from Other Appropriations (GL 1420)	1240100		
Due From Other Gov't Entities (GL 1590)	1262000		
Payables: (Enter GL Acct Name & #)			
Voucher(s) not paid by SCO (GL 3010)	2000000		
Encumbrances			
Accrued Payables	2000100		
Due to Other Funds (GL 3114)	2010000		
Due to Other Appropriations (GL 3115)	2011000		
Due to Local Governments (GL 3220)	2021000		
Local Sales Taxes Payable (GL 3230)	2023000		
Due to Other Govt Entities (GL 3290)	2024000		
Other:			
Plan of Financial Adjustment - Pending September			
Plan of Financial Adjustment - Pending October			
Adjustments to SCO accounts:	DATE CORR		
SCO ADJUSTED BALANCE		**11,599.55**	**200,000.00**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	0.00	0.00
Adjustments to Fi$Cal:			
Advance to ORF not posted to Commitment Control	1222100		200,000.00
Advance to SCIF and SRF not posted to Commitment Control	1309200	11,599.55	
Refunds to Reverted not posted to Commitment Control	5901000		
Vouchers- warrant date 11/2016			
CAN1338860 11/10/16- not posted until 12/2016			
SCO JE #SLB1028xxx- not posted in FI$Cal			
SCO JE #JEA0016543- not posted in FI$Cal			
FI$CAL ADJUSTED BALANCE		**11,599.55**	**200,000.00**
Variance		$0.00	$0.00

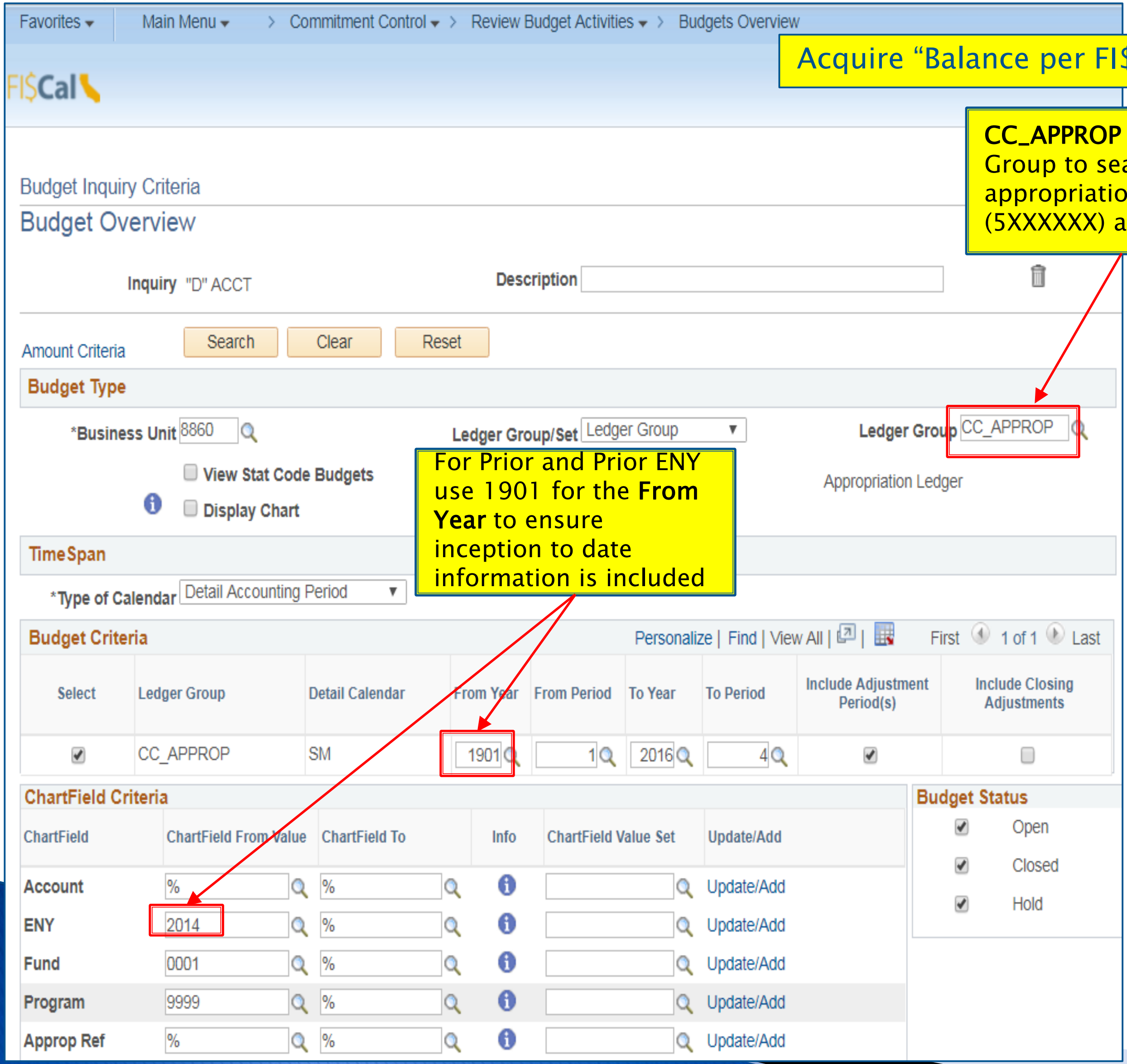
Reconciling the Clearing Account

Budget Overview - Commitment Control

Acquire “Balance per FI$Cal” for reconciliation

CC_APPROP Ledger Group to search for all appropriation (5XXXXXX) accounts

Budget Overview for Prior and Prior Prior ENY:



Favorites ▾
Main Menu ▾
Commitment Control ▾
Review Budget Activities ▾
Budgets Overview
FI$Cal
Budget Inquiry Criteria
Search
Clear
Reset
Personalize | Find | View All
First 1 of 1 Last

Budget Overview

Inquiry "D" ACCT

Description

Amount Criteria

Budget Type

*Business Unit 8860

Ledger Group/Set: Ledger Group

Ledger Group: CC_APPROP

Appropriation Ledger

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_APPROP	SM	1901	1	2016	4	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
ENY	2014	%	ℹ		Update/Add
Fund	0001	%	ℹ		Update/Add
Program	9999	%	ℹ		Update/Add
Approp Ref	%	%	ℹ		Update/Add

Budget Status

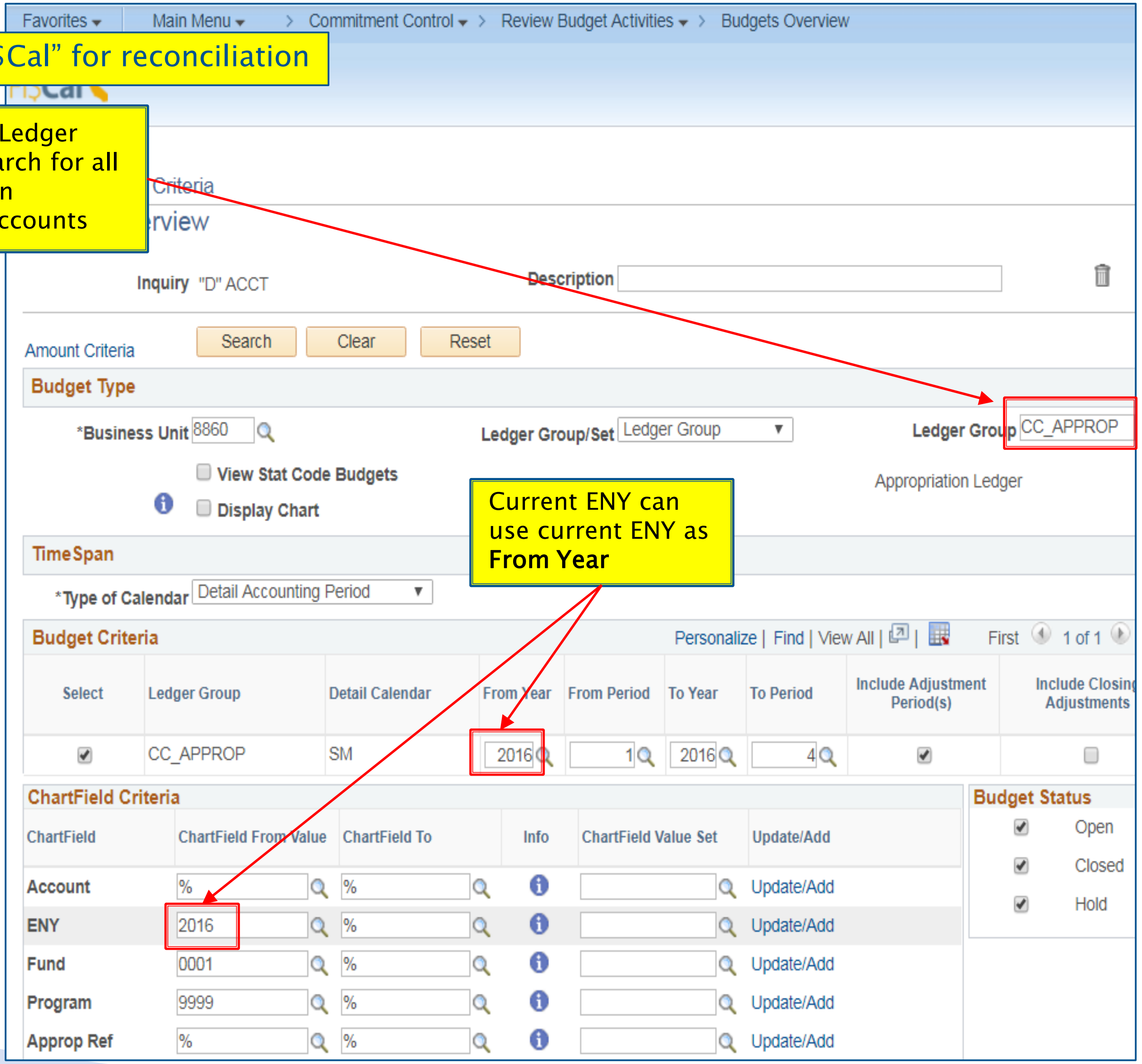
☑ Open

☑ Closed

☑ Hold

For Prior and Prior ENY use 1901 for the **From Year** to ensure inception to date information is included

Budget Overview for Current ENY:



Favorites ▾
Main Menu ▾
Commitment Control ▾
Review Budget Activities ▾
Budgets Overview
FI$Cal
Criteria
Search
Clear
Reset
Personalize | Find | View All
First 1 of 1

Inquiry "D" ACCT

Description

Amount Criteria

Budget Type

*Business Unit 8860

Ledger Group/Set: Ledger Group

Ledger Group: CC_APPROP

Appropriation Ledger

☐ View Stat Code Budgets

☐ Display Chart

TimeSpan

*Type of Calendar: Detail Accounting Period

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
☑	CC_APPROP	SM	2016	1	2016	4	☑	☐

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	ℹ		Update/Add
ENY	2016	%	ℹ		Update/Add
Fund	0001	%	ℹ		Update/Add
Program	9999	%	ℹ		Update/Add
Approp Ref	%	%	ℹ		Update/Add

Budget Status

☑ Open

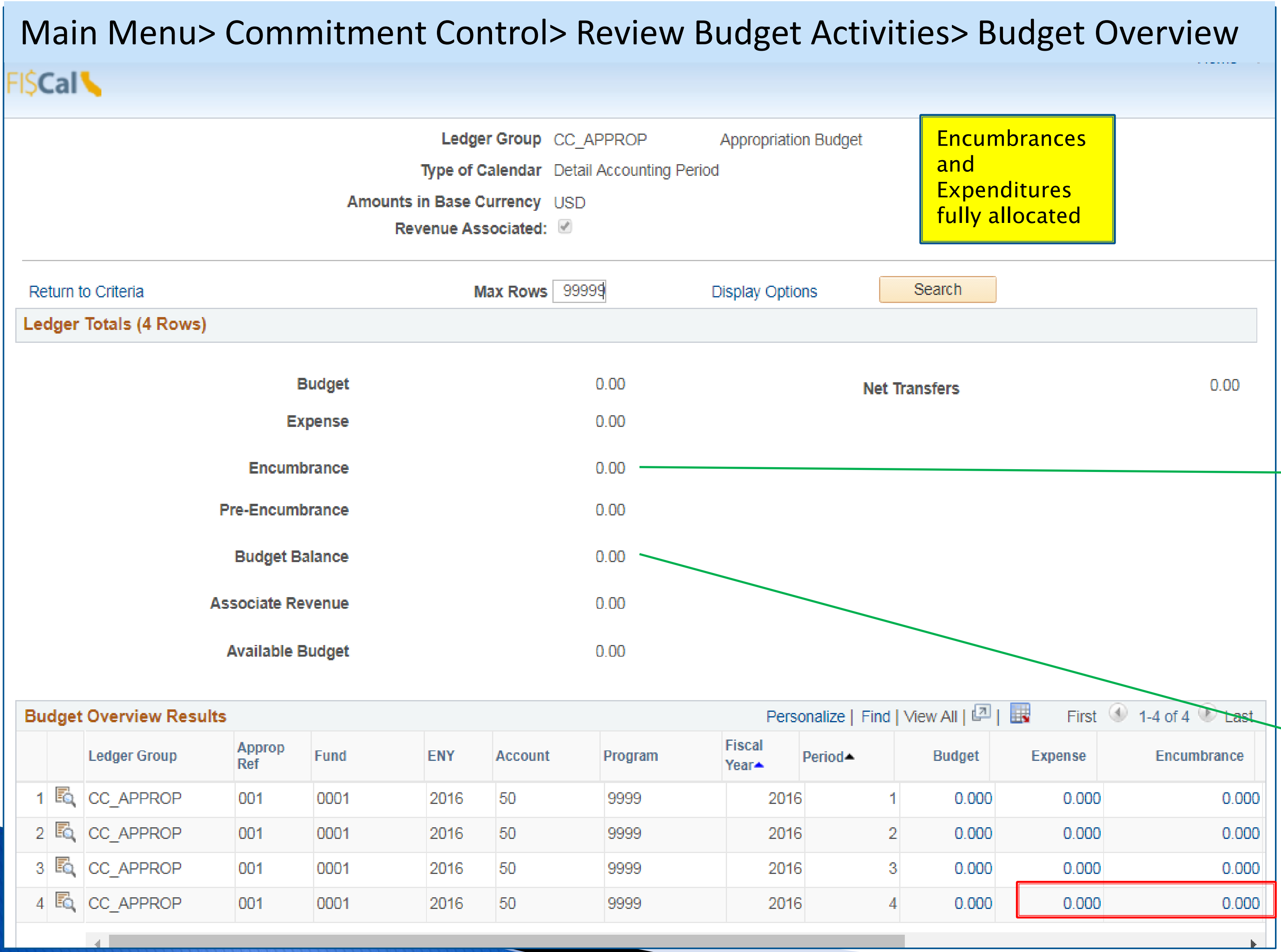
☑ Closed

☑ Hold

Current ENY can use current ENY as **From Year**

Reconciling the Clearing Account

Budget Overview - Commitment Control



Main Menu> Commitment Control> Review Budget Activities> Budget Overview

Encumbrances and Expenditures fully allocated

Ledger Group CC_APPROP Appropriation Budget
Type of Calendar Detail Accounting Period
Amounts in Base Currency USD
Revenue Associated: ☑

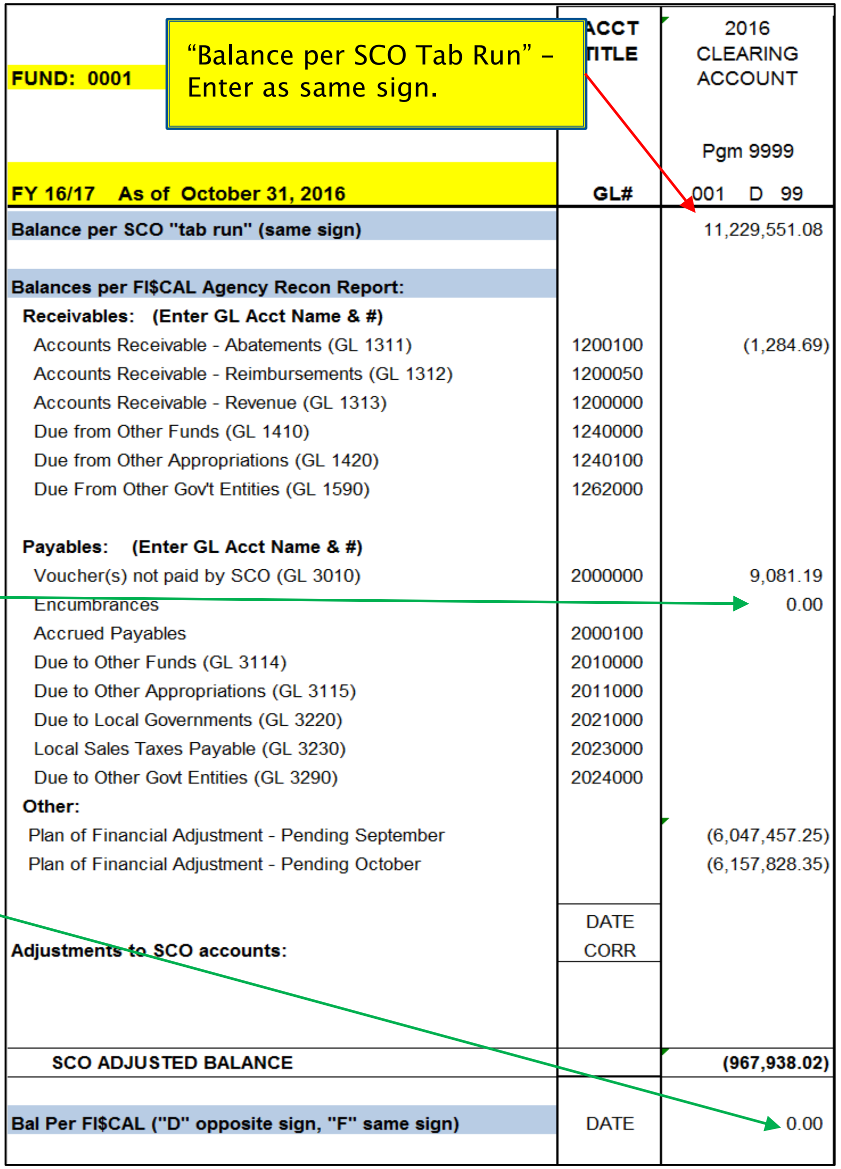
Max Rows 99999

Ledger Totals (4 Rows)

Budget	0.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	0.00		
Associate Revenue	0.00		
Available Budget	0.00		

Budget Overview Results

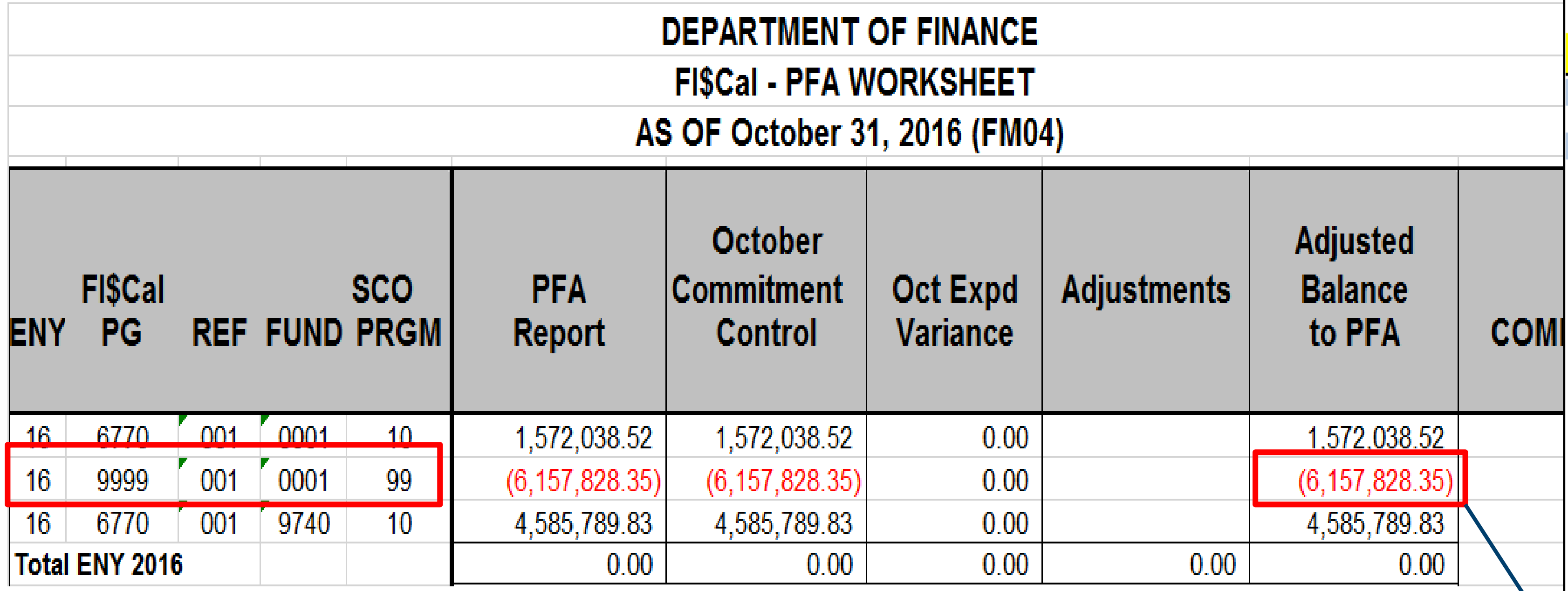
	Ledger Group	Approp Ref	Fund	ENY	Account	Program	Fiscal Year	Period	Budget	Expense	Encumbrance
1	CC_APPROP	001	0001	2016	50	9999	2016	1	0.000	0.000	0.000
2	CC_APPROP	001	0001	2016	50	9999	2016	2	0.000	0.000	0.000
3	CC_APPROP	001	0001	2016	50	9999	2016	3	0.000	0.000	0.000
4	CC_APPROP	001	0001	2016	50	9999	2016	4	0.000	0.000	0.000



"Balance per SCO Tab Run" – Enter as same sign.

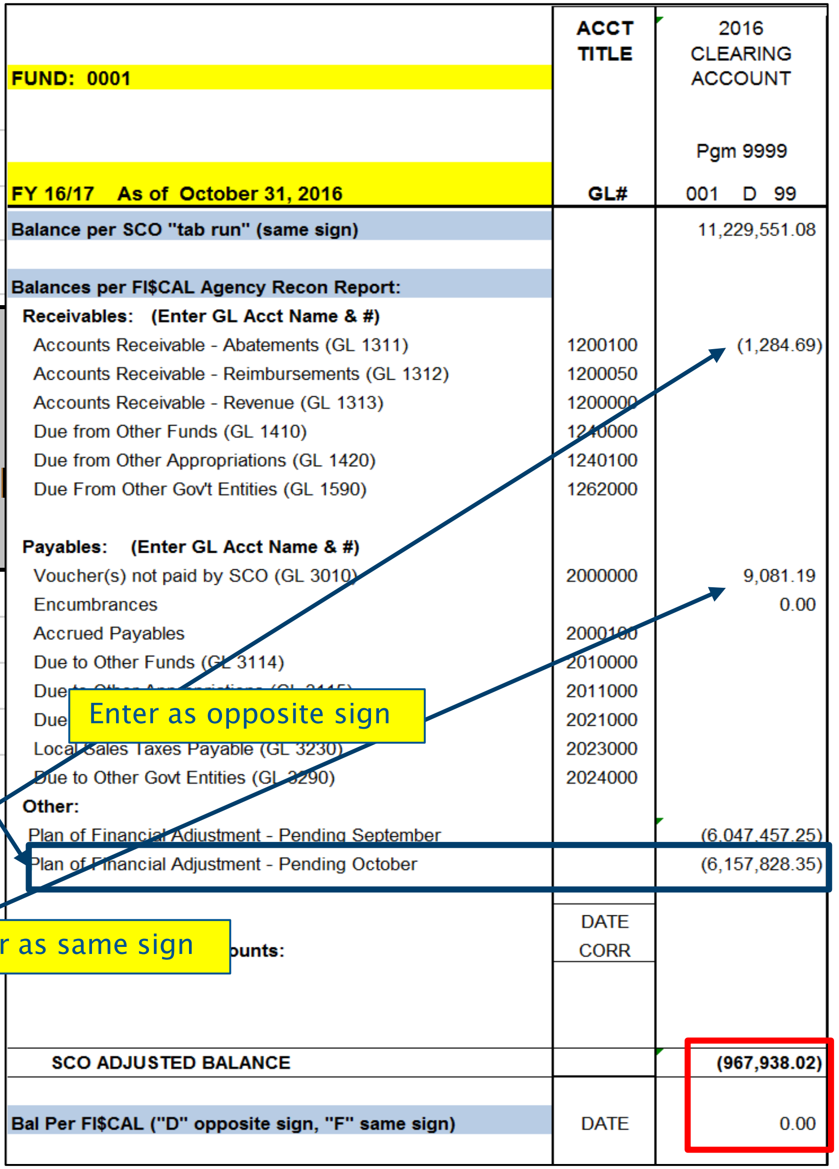
FUND: 0001	ACCT TITLE	2016 CLEARING ACCOUNT Pgm 9999
FY 16/17 As of October 31, 2016	**GL#**	001 D 99
Balance per SCO "tab run" (same sign)		11,229,551.08
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	(1,284.69)
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	9,081.19
Encumbrances		0.00
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		(6,047,457.25)
Plan of Financial Adjustment - Pending October		(6,157,828.35)
Adjustments to SCO accounts:	DATE CORR	
SCO ADJUSTED BALANCE		**(967,938.02)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	0.00

Reconciling the Clearing Account



DEPARTMENT OF FINANCE
FI$Cal - PFA WORKSHEET
AS OF October 31, 2016 (FM04)

ENY	FI$Cal PG	REF	FUND	SCO PRGM	PFA Report	October Commitment Control	Oct Expd Variance	Adjustments	Adjusted Balance to PFA	COM
16	6770	001	0001	10	1,572,038.52	1,572,038.52	0.00		1,572,038.52	
16	9999	001	0001	99	(6,157,828.35)	(6,157,828.35)	0.00		(6,157,828.35)	
16	6770	001	9740	10	4,585,789.83	4,585,789.83	0.00		4,585,789.83	
Total ENY 2016					0.00	0.00	0.00	0.00	0.00	



	ACCT TITLE	2016 CLEARING ACCOUNT
FUND: 0001		Pgm 9999
FY 16/17 As of October 31, 2016	**GL#**	001 D 99
Balance per SCO "tab run" (same sign)		11,229,551.08
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	(1,284.69)
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	9,081.19
Encumbrances		0.00
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		(6,047,457.25)
Plan of Financial Adjustment - Pending October		(6,157,828.35)
ounts:	DATE CORR	
SCO ADJUSTED BALANCE		**(967,938.02)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	0.00

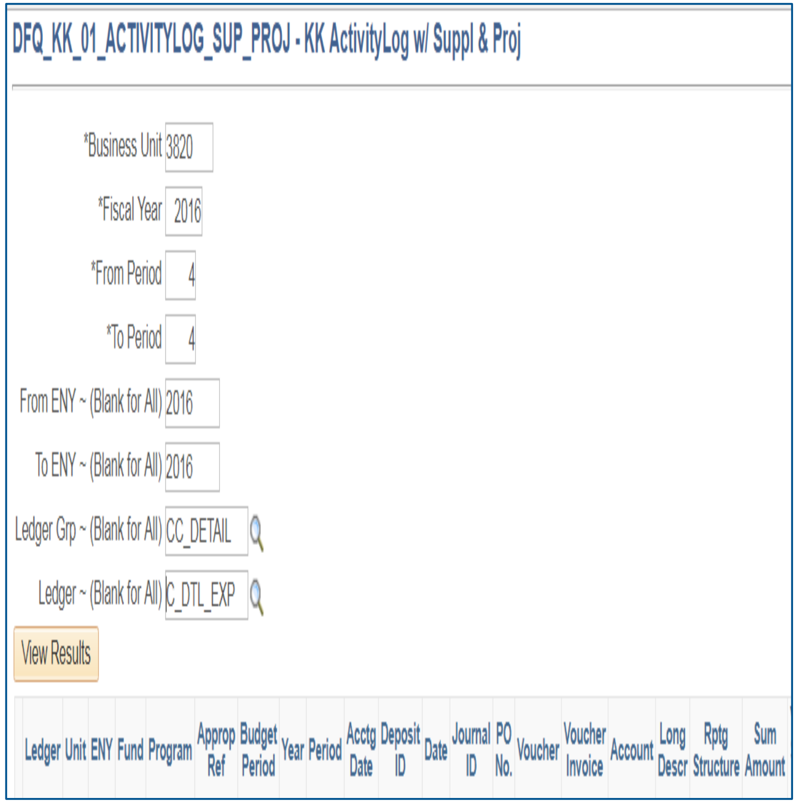
Enter as opposite sign

Enter as same sign

Abatements – DFQ_AR_02_ABATEMENT_ACCRUAL
Outstanding Vouchers – DFQ_AP_01_EXP_ACCRUAL

Reconciling the Clearing Account

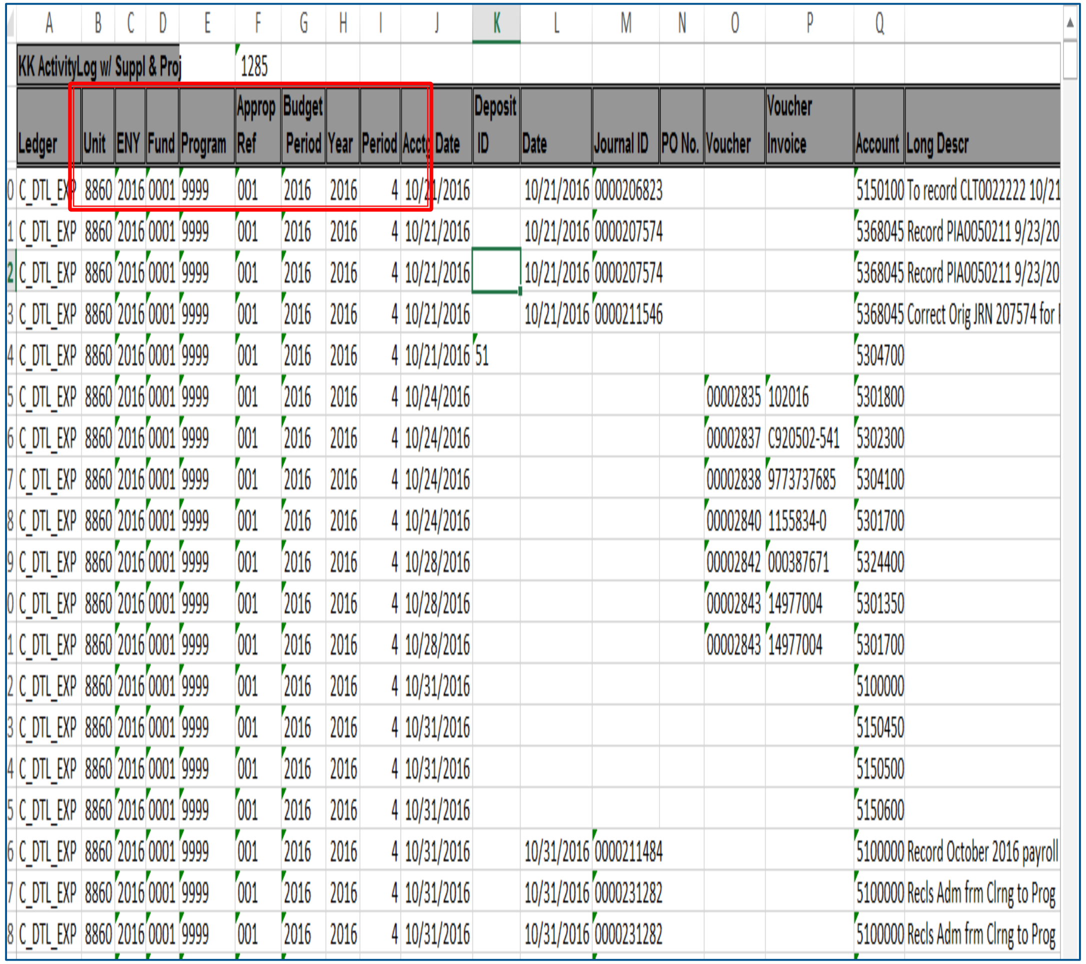
Research Variance



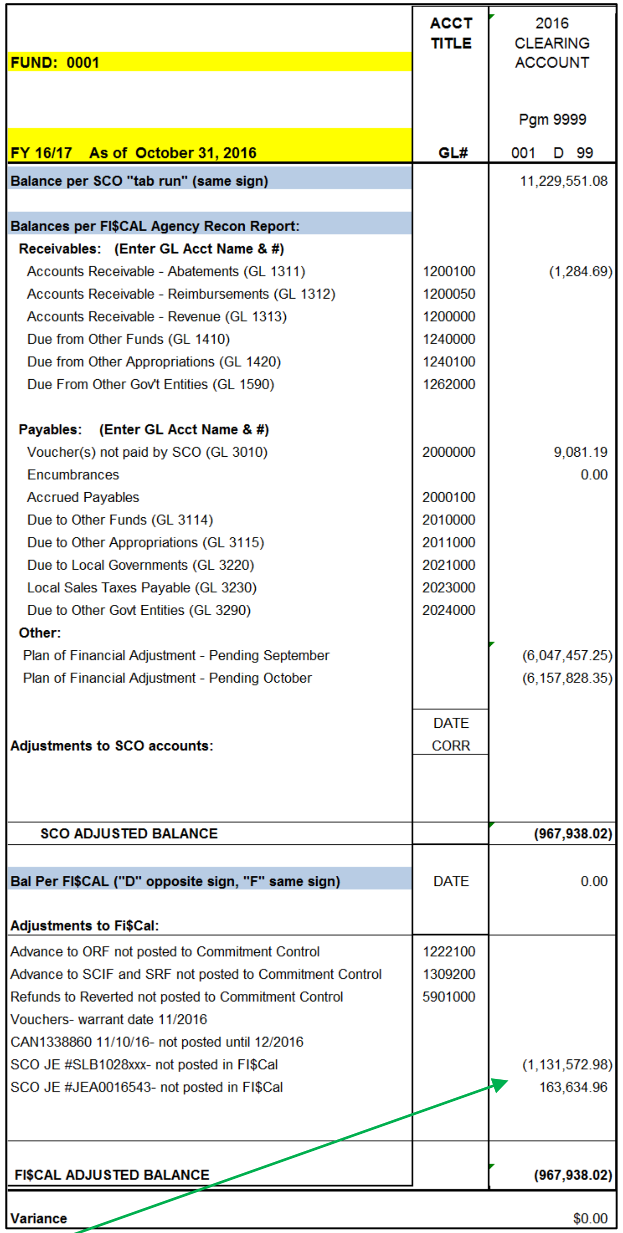
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit 3820
*Fiscal Year 2016
*From Period 4
*To Period 4
From ENY ~ (Blank for All) 2016
To ENY ~ (Blank for All) 2016
Ledger Grp ~ (Blank for All) CC_DETAIL
Ledger ~ (Blank for All) C_DTL_EXP

Ledger	Unit	ENY	Fund	Program	Approp Ref	Budget Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account	Long Descr	Rptg Structure	Sum Amount



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
	KK ActivityLog w/ Suppl & Proj					1285												
	Ledger	Unit	ENY	Fund	Program	Approp Ref	Budget Period	Year	Period	Acctg Date	Deposit ID	Date	Journal ID	PO No.	Voucher	Voucher Invoice	Account	Long Descr
0	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/21/2016		10/21/2016	0000206823				5150100	To record CLT0022222 10/21
1	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/21/2016		10/21/2016	0000207574				5368045	Record PIA0050211 9/23/20
2	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/21/2016		10/21/2016	0000207574				5368045	Record PIA0050211 9/23/20
3	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/21/2016		10/21/2016	0000211546				5368045	Correct Orig JRN 207574 for
4	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/21/2016	51						5304700	
5	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/24/2016					00002835	102016	5301800	
6	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/24/2016					00002837	C920502-541	5302300	
7	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/24/2016					00002838	9773737685	5304100	
8	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/24/2016					00002840	1155834-0	5301700	
9	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/28/2016					00002842	000387671	5324400	
0	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/28/2016					00002843	14977004	5301350	
1	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/28/2016					00002843	14977004	5301700	
2	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016							5100000	
3	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016							5150450	
4	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016							5150500	
5	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016							5150600	
6	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016		10/31/2016	0000211484				5100000	Record October 2016 payroll
7	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016		10/31/2016	0000231282				5100000	Recls Adm frm Clrng to Prog
8	C_DTL_EXP	8860	2016	0001	9999	001	2016	2016	4	10/31/2016		10/31/2016	0000231282				5100000	Recls Adm frm Clrng to Prog



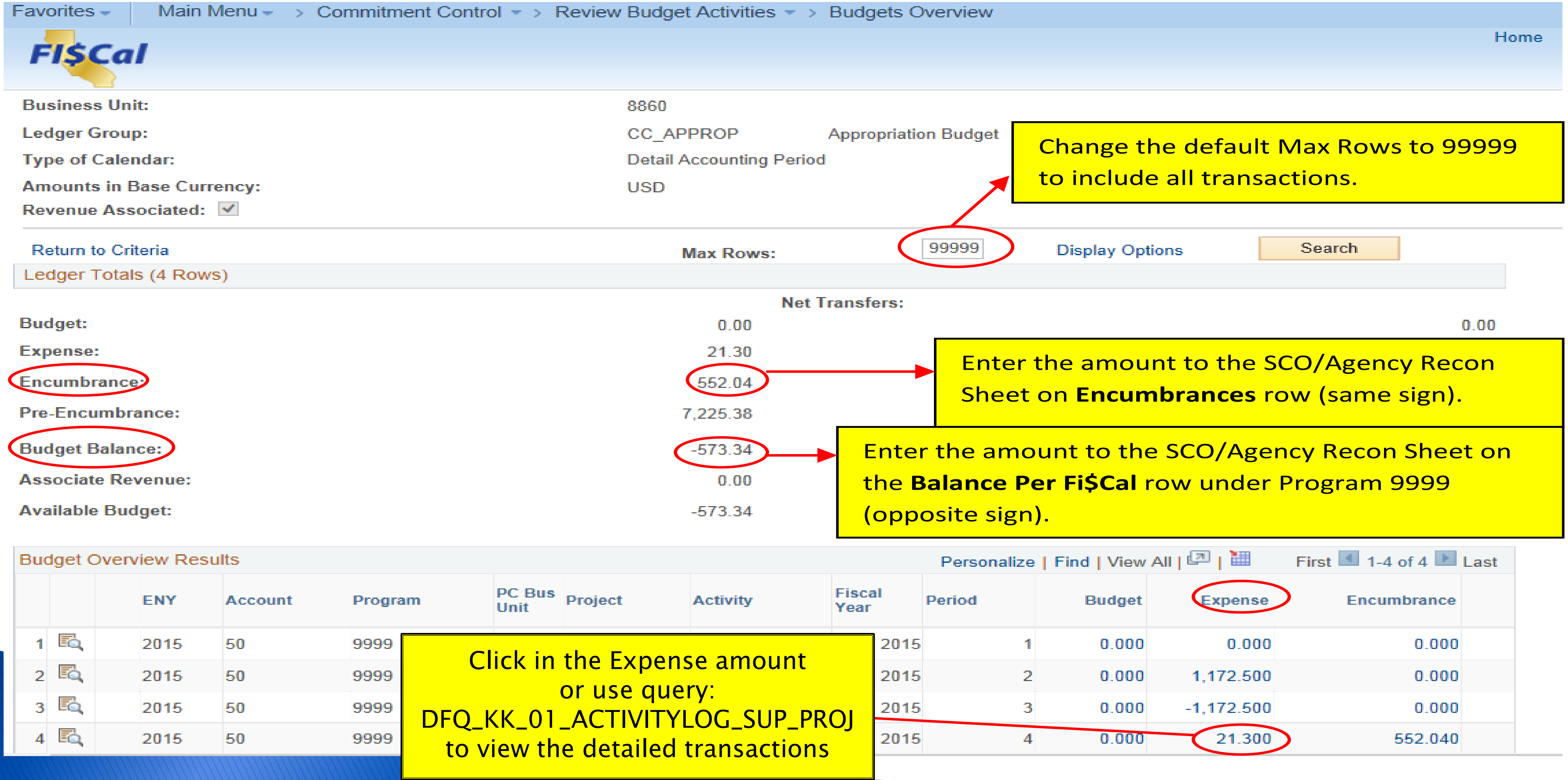
	ACCT TITLE	2016 CLEARING ACCOUNT
FUND: 0001		
		Pgm 9999
FY 16/17 As of October 31, 2016	**GL#**	001 D 99
Balance per SCO "tab run" (same sign)		11,229,551.08
Balances per FI$CAL Agency Recon Report:		
Receivables: (Enter GL Acct Name & #)		
Accounts Receivable - Abatements (GL 1311)	1200100	(1,284.69)
Accounts Receivable - Reimbursements (GL 1312)	1200050	
Accounts Receivable - Revenue (GL 1313)	1200000	
Due from Other Funds (GL 1410)	1240000	
Due from Other Appropriations (GL 1420)	1240100	
Due From Other Gov't Entities (GL 1590)	1262000	
Payables: (Enter GL Acct Name & #)		
Voucher(s) not paid by SCO (GL 3010)	2000000	9,081.19
Encumbrances		0.00
Accrued Payables	2000100	
Due to Other Funds (GL 3114)	2010000	
Due to Other Appropriations (GL 3115)	2011000	
Due to Local Governments (GL 3220)	2021000	
Local Sales Taxes Payable (GL 3230)	2023000	
Due to Other Govt Entities (GL 3290)	2024000	
Other:		
Plan of Financial Adjustment - Pending September		(6,047,457.25)
Plan of Financial Adjustment - Pending October		(6,157,828.35)
	DATE CORR	
Adjustments to SCO accounts:		
SCO ADJUSTED BALANCE		**(967,938.02)**
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	0.00
Adjustments to Fi$Cal:		
Advance to ORF not posted to Commitment Control	1222100	
Advance to SCIF and SRF not posted to Commitment Control	1309200	
Refunds to Reverted not posted to Commitment Control	5901000	
Vouchers- warrant date 11/2016		
CAN1338860 11/10/16- not posted until 12/2016		
SCO JE #SLB1028xxx- not posted in FI$Cal		(1,131,572.98)
SCO JE #JEA0016543- not posted in FI$Cal		163,634.96
FI$CAL ADJUSTED BALANCE		**(967,938.02)**
Variance		$0.00

- Filter to view the ENY, Fund, PGM 9999, and Appn Ref
- Compare FI$Cal spreadsheet to SCO Agency Rec (Tab Run) to find variance for Deposits & Journals (outstanding vouchers were already identified earlier with query - DFQ_AP_01_EXP_ACCRAL)
- Determine if the variance is something that needs to be entered by SCO or in FI$Cal

Reconciling the Clearing Account

Budget Overview - Commitment Control

Example of Clearing Account not fully allocating:


Favorites
Main Menu
Commitment Control
Review Budget Activities
Budgets Overview
FI$Cal
Home

Business Unit:	8860	
Ledger Group:	CC_APPROP	Appropriation Budget
Type of Calendar:	Detail Accounting Period	
Amounts in Base Currency:	USD	
Revenue Associated:	☑	

Return to Criteria

Max Rows: 99999

Display Options
Search

Ledger Totals (4 Rows)

		Net Transfers:
Budget:	0.00	0.00
Expense:	21.30	
Encumbrance:	552.04	
Pre-Encumbrance:	7,225.38	
Budget Balance:	-573.34	
Associate Revenue:	0.00	
Available Budget:	-573.34	

Budget Overview Results

Personalize | Find | View All
First 1-4 of 4 Last

		ENY	Account	Program	PC Bus Unit	Project	Activity	Fiscal Year	Period	Budget	Expense	Encumbrance
1		2015	50	9999				2015	1	0.000	0.000	0.000
2		2015	50	9999				2015	2	0.000	1,172.500	0.000
3		2015	50	9999				2015	3	0.000	-1,172.500	0.000
4		2015	50	9999				2015	4	0.000	21.300	552.040

Change the default Max Rows to 99999 to include all transactions.

Enter the amount to the SCO/Agency Recon Sheet on **Encumbrances** row (same sign).

Enter the amount to the SCO/Agency Recon Sheet on the **Balance Per Fi$Cal** row under Program 9999 (opposite sign).

Click in the Expense amount
or use query:
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ
to view the detailed transactions

SCO/Agency Reconciliation - Worksheet

Reconcile Commitment Control to the General Ledger:

Commitment Control (KK):

- Stores budget amounts and financial transactions that have been successfully budget checked against predefined budgets

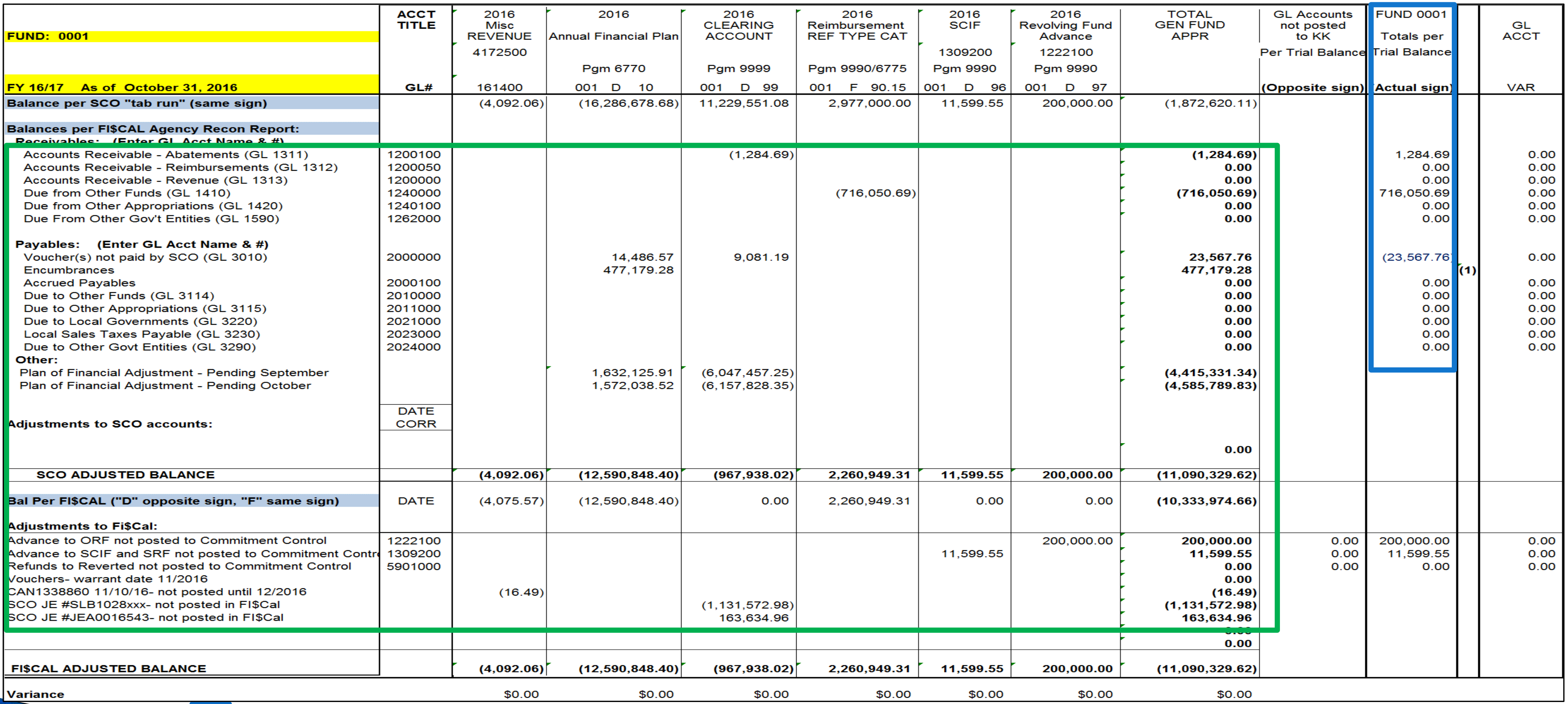
General Ledger (GL):

- Stores financial transactions that have been approved, budget and edit checked successfully

Purpose: Ensure sub-module (e.g. Accounts Payable, Accounts Receivable) transactions have successfully budget checked to Commitment Control and posted to the General Ledger

SCO Agency Reconciliation Worksheet

Reconcile Commitment Control to the General Ledger



FUND: 0001 FY 16/17 As of October 31, 2016	ACCT TITLE GL#	2016 Misc REVENUE 4172500 161400	2016 Annual Financial Plan Pgm 6770 001 D 10	2016 CLEARING ACCOUNT Pgm 9999 001 D 99	2016 Reimbursement REF TYPE CAT Pgm 9990/6775 001 F 90.15	2016 SCIF 1309200 Pgm 9990 001 D 96	2016 Revolving Fund Advance 1222100 Pgm 9990 001 D 97	TOTAL GEN FUND APPR	GL Accounts not posted to KK Per Trial Balance (Opposite sign)	FUND 0001 Totals per Trial Balance (Actual sign)		GL ACCT VAR
Balance per SCO "tab run" (same sign)		(4,092.06)	(16,286,678.68)	11,229,551.08	2,977,000.00	11,599.55	200,000.00	(1,872,620.11)				
Balances per FI$CAL Agency Recon Report:												
Receivables: (Enter GL Acct Name & #)												
Accounts Receivable - Abatements (GL 1311)	1200100			(1,284.69)				**(1,284.69)**		1,284.69		0.00
Accounts Receivable - Reimbursements (GL 1312)	1200050							**0.00**		0.00		0.00
Accounts Receivable - Revenue (GL 1313)	1200000							**0.00**		0.00		0.00
Due from Other Funds (GL 1410)	1240000				(716,050.69)			**(716,050.69)**		716,050.69		0.00
Due from Other Appropriations (GL 1420)	1240100							**0.00**		0.00		0.00
Due From Other Gov't Entities (GL 1590)	1262000							**0.00**		0.00		0.00
Payables: (Enter GL Acct Name & #)												
Voucher(s) not paid by SCO (GL 3010)	2000000		14,486.57	9,081.19				**23,567.76**		(23,567.76)		0.00
Encumbrances			477,179.28					**477,179.28**			(1)	
Accrued Payables	2000100							**0.00**		0.00		0.00
Due to Other Funds (GL 3114)	2010000							**0.00**		0.00		0.00
Due to Other Appropriations (GL 3115)	2011000							**0.00**		0.00		0.00
Due to Local Governments (GL 3220)	2021000							**0.00**		0.00		0.00
Local Sales Taxes Payable (GL 3230)	2023000							**0.00**		0.00		0.00
Due to Other Govt Entities (GL 3290)	2024000							**0.00**		0.00		0.00
Other:												
Plan of Financial Adjustment - Pending September			1,632,125.91	(6,047,457.25)				**(4,415,331.34)**				
Plan of Financial Adjustment - Pending October			1,572,038.52	(6,157,828.35)				**(4,585,789.83)**				
Adjustments to SCO accounts:	DATE CORR											
								0.00				
SCO ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	(4,075.57)	(12,590,848.40)	0.00	2,260,949.31	0.00	0.00	**(10,333,974.66)**				
Adjustments to Fi$Cal:												
Advance to ORF not posted to Commitment Control	1222100						200,000.00	**200,000.00**	0.00	200,000.00		0.00
Advance to SCIF and SRF not posted to Commitment Contr	1309200					11,599.55		**11,599.55**	0.00	11,599.55		0.00
Refunds to Reverted not posted to Commitment Control	5901000							**0.00**	0.00	0.00		0.00
Vouchers- warrant date 11/2016								**0.00**				
CAN1338860 11/10/16- not posted until 12/2016		(16.49)						**(16.49)**				
SCO JE #SLB1028xxx- not posted in FI$Cal				(1,131,572.98)				**(1,131,572.98)**				
SCO JE #JEA0016543- not posted in FI$Cal				163,634.96				**163,634.96**				
								0.00				
								0.00				
FI$CAL ADJUSTED BALANCE		**(4,092.06)**	**(12,590,848.40)**	**(967,938.02)**	**2,260,949.31**	**11,599.55**	**200,000.00**	**(11,090,329.62)**				
Variance		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00				

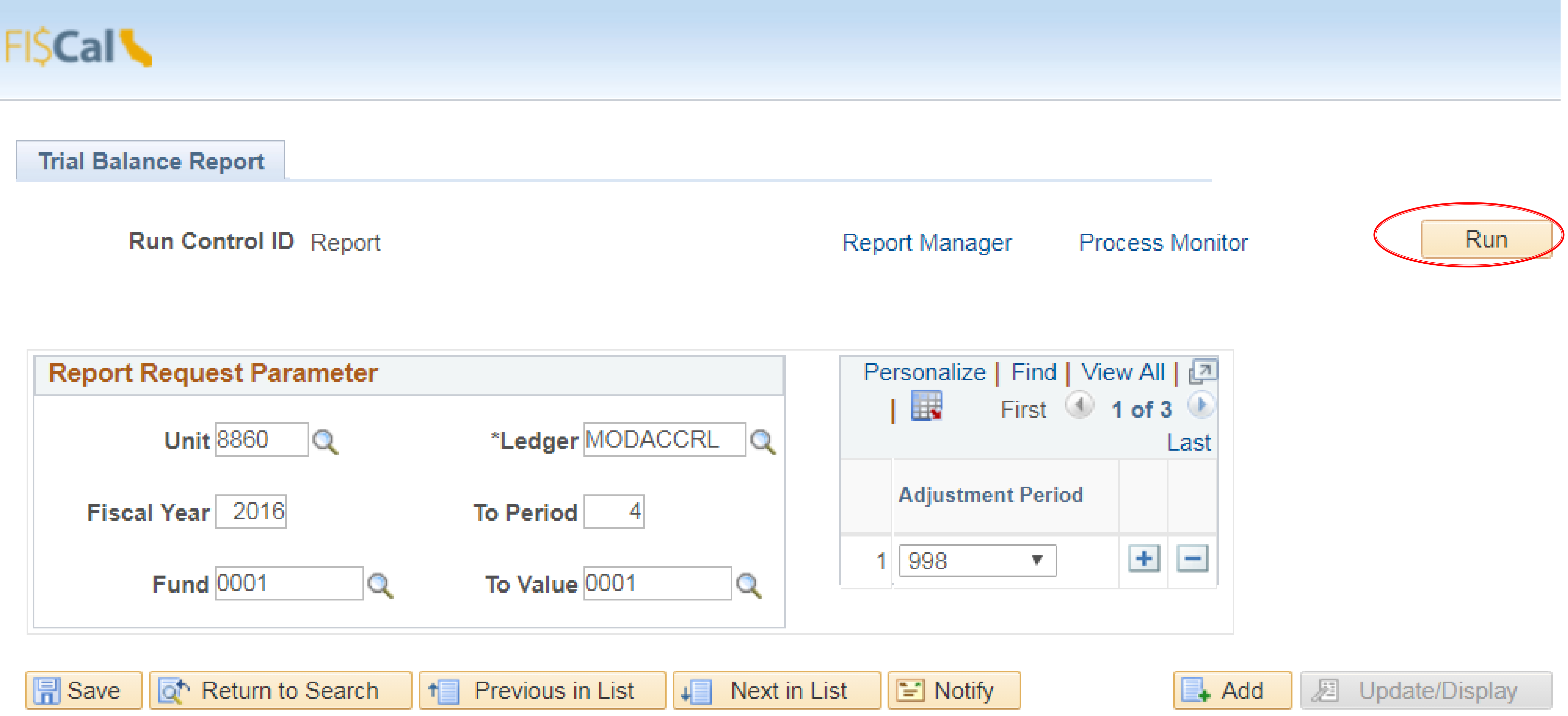
A. GL (Trial Balance) = Accruals (Real Accounts)

B. Commitment Control = Expenditure/Reimbursement/Revenue Accruals (Nominal Accounts)

Reconciling Commitment Control to GL

Trial Balance Report (RPTGL061)

Main Menu> FI$Cal Processes> FI$Cal Report> GL Reports> Trial Balance Reports



FI$Cal
Trial Balance Report
Report Manager
Process Monitor
Run
Personalize | Find | View All |
First
1 of 3
Last
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

Run Control ID Report

Report Request Parameter

Unit 8860

***Ledger** MODACCRL

Fiscal Year 2016

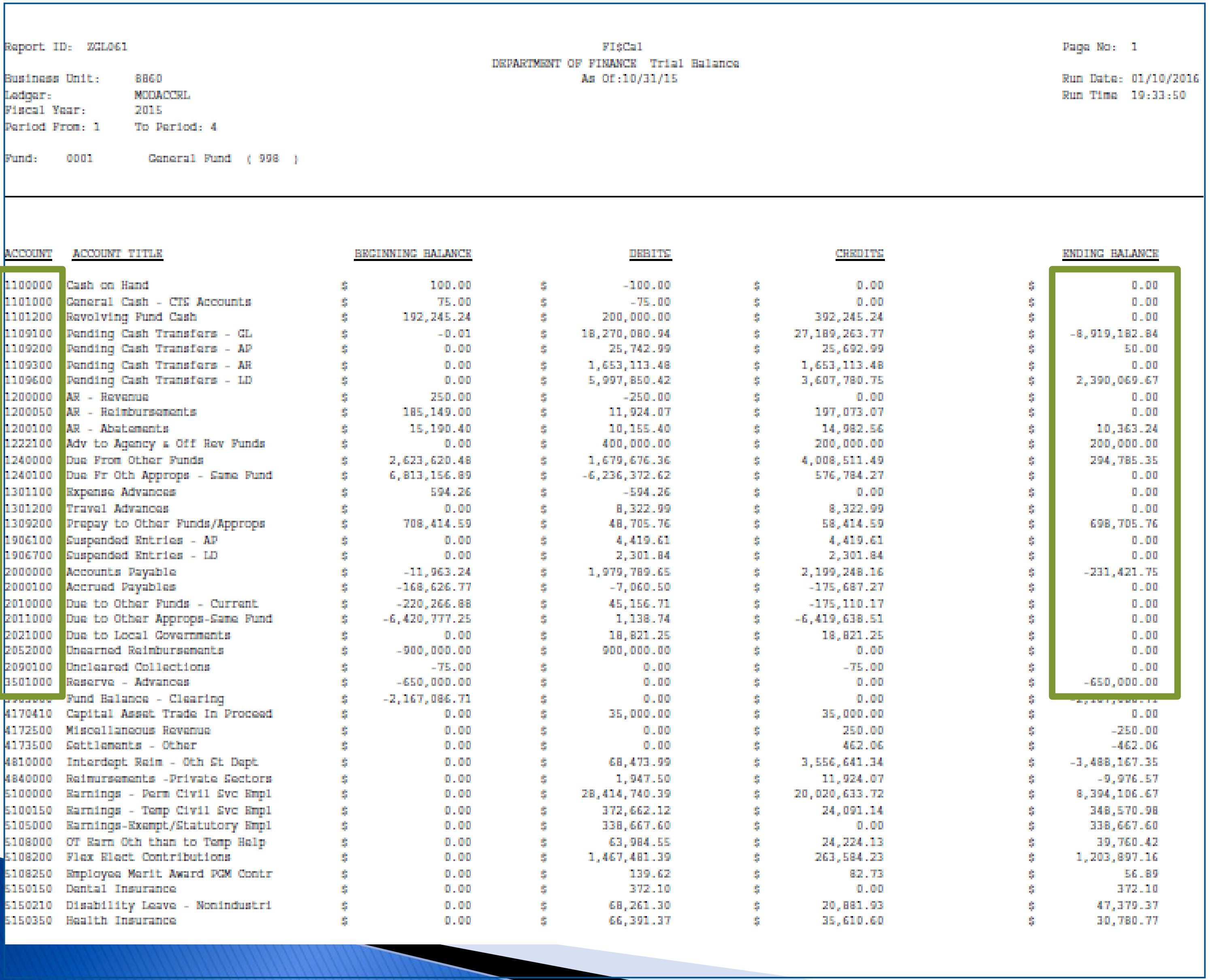
To Period 4

Fund 0001

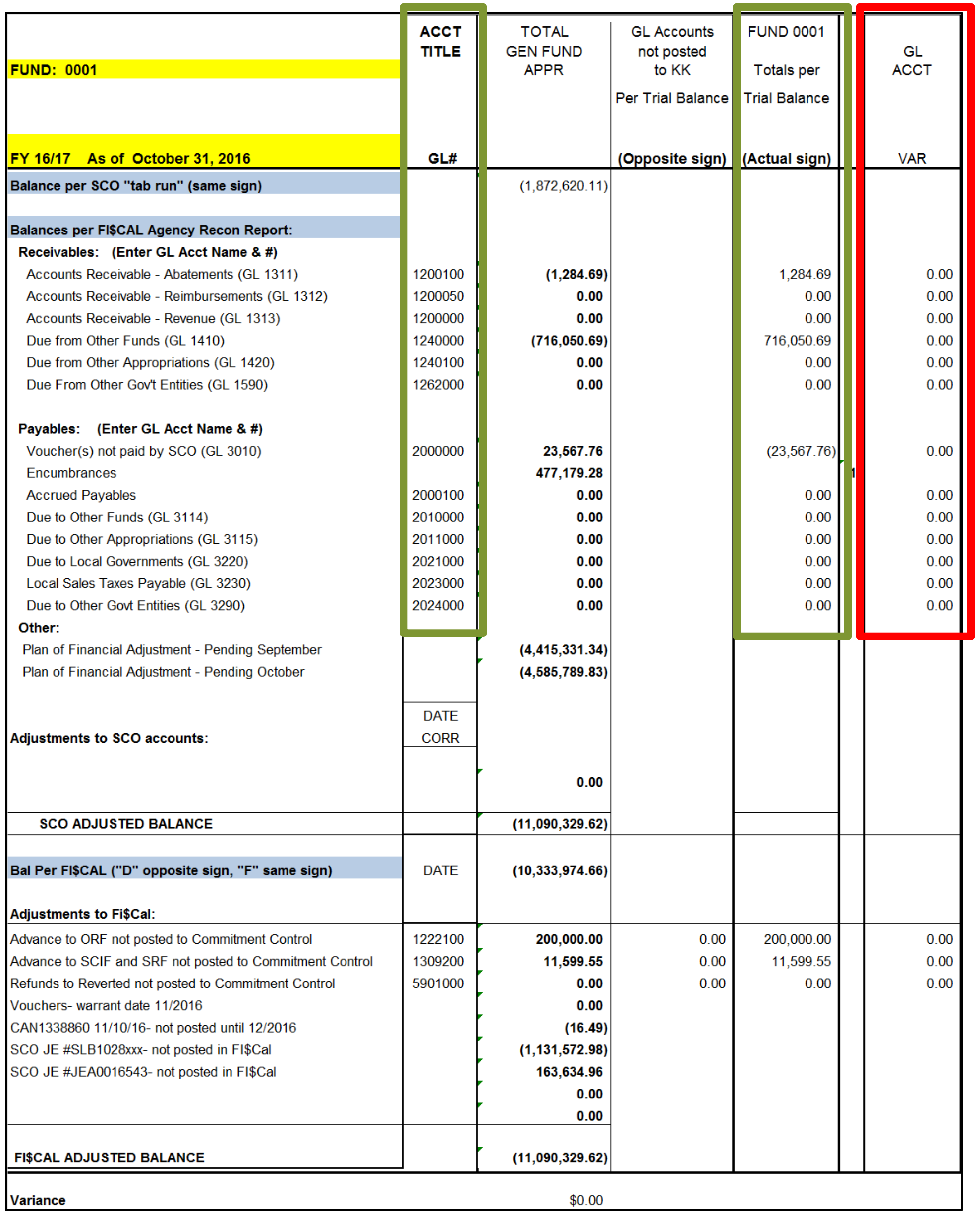
To Value 0001

	Adjustment Period
1	998

Reconciling Commitment Control to GL



```
Report ID:  ZGL061                                  FI$Cal                                              Page No:  1
                                       DEPARTMENT OF FINANCE  Trial Balance
Business Unit:      8860                               As Of:10/31/15                                   Run Date: 01/10/2016
Ledger:             MODACCRL                                                                            Run Time  19:33:50
Fiscal Year:        2015
Period From: 1      To Period: 4

Fund:     0001        General Fund  ( 998  )


ACCOUNT  ACCOUNT TITLE                       BEGINNING BALANCE              DEBITS                 CREDITS                   ENDING BALANCE

1100000  Cash on Hand                  $            100.00   $            -100.00   $                0.00        $            0.00
1101000  General Cash - CTS Accounts   $             75.00   $             -75.00   $                0.00        $            0.00
1101200  Revolving Fund Cash           $        192,245.24   $         200,000.00   $          392,245.24        $            0.00
1109100  Pending Cash Transfers - GL   $             -0.01   $      18,270,080.94   $       27,189,263.77        $   -8,919,182.84
1109200  Pending Cash Transfers - AP   $              0.00   $          25,742.99   $           25,692.99        $           50.00
1109300  Pending Cash Transfers - AR   $              0.00   $       1,653,113.48   $        1,653,113.48        $            0.00
1109600  Pending Cash Transfers - LD   $              0.00   $       5,997,850.42   $        3,607,780.75        $    2,390,069.67
1200000  AR - Revenue                  $            250.00   $            -250.00   $                0.00        $            0.00
1200050  AR - Reimbursements           $        185,149.00   $          11,924.07   $          197,073.07        $            0.00
1200100  AR - Abatements               $         15,190.40   $          10,155.40   $           14,982.56        $       10,363.24
1222100  Adv to Agency & Off Rev Funds $              0.00   $         400,000.00   $          200,000.00        $      200,000.00
1240000  Due From Other Funds          $      2,623,620.48   $       1,679,676.36   $        4,008,511.49        $      294,785.35
1240100  Due Fr Oth Approps - Same Fund$      6,813,156.89   $      -6,236,372.62   $          576,784.27        $            0.00
1301100  Expense Advances              $            594.26   $            -594.26   $                0.00        $            0.00
1301200  Travel Advances               $              0.00   $           8,322.99   $            8,322.99        $            0.00
1309200  Prepay to Other Funds/Approps $        708,414.59   $          48,705.76   $           58,414.59        $      698,705.76
1906100  Suspended Entries - AP        $              0.00   $           4,419.61   $            4,419.61        $            0.00
1906700  Suspended Entries - LD        $              0.00   $           2,301.84   $            2,301.84        $            0.00
2000000  Accounts Payable              $        -11,963.24   $       1,979,789.65   $        2,199,248.16        $     -231,421.75
2000100  Accrued Payables              $       -168,626.77   $          -7,060.50   $         -175,687.27        $            0.00
2010000  Due to Other Funds - Current  $       -220,266.88   $          45,156.71   $         -175,110.17        $            0.00
2011000  Due to Other Approps-Same Fund$     -6,420,777.25   $           1,138.74   $       -6,419,638.51        $            0.00
2021000  Due to Local Governments      $              0.00   $          18,821.25   $           18,821.25        $            0.00
2052000  Unearned Reimbursements       $       -900,000.00   $         900,000.00   $                0.00        $            0.00
2090100  Uncleared Collections         $            -75.00   $               0.00   $              -75.00        $            0.00
3501000  Reserve - Advances            $       -650,000.00   $               0.00   $                0.00        $     -650,000.00
[illegible]  Fund Balance - Clearing   $     -2,167,086.71   $               0.00   $                0.00        $     [illegible]
4170410  Capital Asset Trade In Proceed$              0.00   $          35,000.00   $           35,000.00        $            0.00
4172500  Miscellaneous Revenue         $              0.00   $               0.00   $              250.00        $         -250.00
4173500  Settlements - Other           $              0.00   $               0.00   $              462.06        $         -462.06
4810000  Interdept Reim - Oth St Dept  $              0.00   $          68,473.99   $        3,556,641.34        $   -3,488,167.35
4840000  Reimursements -Private Sectors$              0.00   $           1,947.50   $           11,924.07        $       -9,976.57
5100000  Earnings - Perm Civil Svc Empl$              0.00   $      28,414,740.39   $       20,020,633.72        $    8,394,106.67
5100150  Earnings - Temp Civil Svc Empl$              0.00   $         372,662.12   $           24,091.14        $      348,570.98
5105000  Earnings-Exempt/Statutory Empl$              0.00   $         338,667.60   $                0.00        $      338,667.60
5108000  OT Earn Oth than to Temp Help $              0.00   $          63,984.55   $           24,224.13        $       39,760.42
5108200  Flex Elect Contributions      $              0.00   $       1,467,481.39   $          263,584.23        $    1,203,897.16
5108250  Employee Merit Award PCM Contr$              0.00   $             139.62   $               82.73        $           56.89
5150150  Dental Insurance              $              0.00   $             372.10   $                0.00        $          372.10
5150210  Disability Leave - Nonindustri$              0.00   $          68,261.30   $           20,881.93        $       47,379.37
5150350  Health Insurance              $              0.00   $          66,391.37   $           35,610.60        $       30,780.77
```



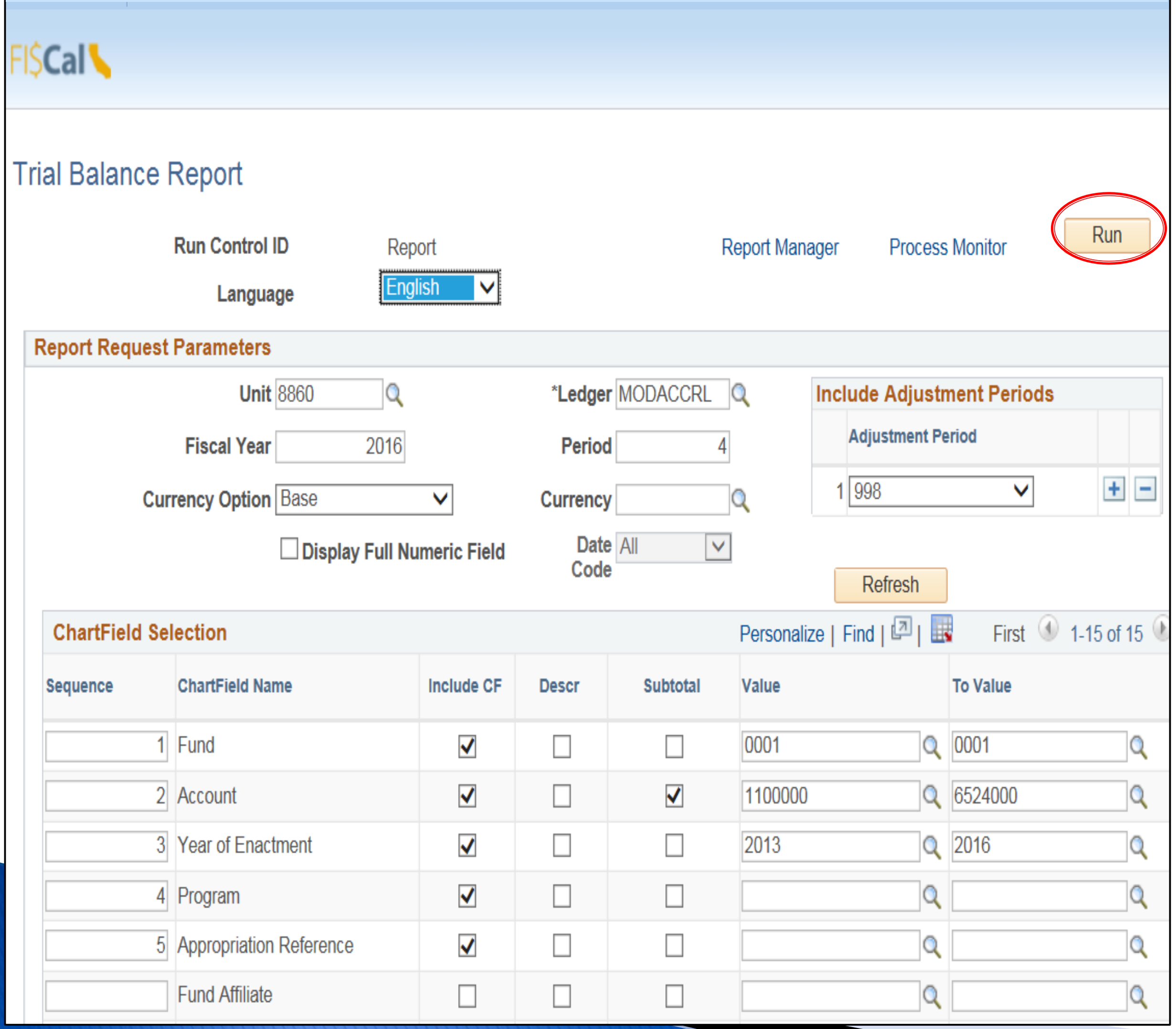
FUND: 0001 **FY 16/17 As of October 31, 2016**	**ACCT TITLE** **GL#**	TOTAL GEN FUND APPR	GL Accounts not posted to KK Per Trial Balance **(Opposite sign)**	FUND 0001 Totals per Trial Balance **(Actual sign)**	GL ACCT VAR
Balance per SCO "tab run" (same sign)		(1,872,620.11)			
Balances per FI$CAL Agency Recon Report:					
Receivables: (Enter GL Acct Name & #)					
Accounts Receivable - Abatements (GL 1311)	1200100	**(1,284.69)**		1,284.69	0.00
Accounts Receivable - Reimbursements (GL 1312)	1200050	**0.00**		0.00	0.00
Accounts Receivable - Revenue (GL 1313)	1200000	**0.00**		0.00	0.00
Due from Other Funds (GL 1410)	1240000	**(716,050.69)**		716,050.69	0.00
Due from Other Appropriations (GL 1420)	1240100	**0.00**		0.00	0.00
Due From Other Gov't Entities (GL 1590)	1262000	**0.00**		0.00	0.00
Payables: (Enter GL Acct Name & #)					
Voucher(s) not paid by SCO (GL 3010)	2000000	**23,567.76**		(23,567.76)	0.00
Encumbrances		**477,179.28**			
Accrued Payables	2000100	**0.00**		0.00	0.00
Due to Other Funds (GL 3114)	2010000	**0.00**		0.00	0.00
Due to Other Appropriations (GL 3115)	2011000	**0.00**		0.00	0.00
Due to Local Governments (GL 3220)	2021000	**0.00**		0.00	0.00
Local Sales Taxes Payable (GL 3230)	2023000	**0.00**		0.00	0.00
Due to Other Govt Entities (GL 3290)	2024000	**0.00**		0.00	0.00
Other:					
Plan of Financial Adjustment - Pending September		**(4,415,331.34)**			
Plan of Financial Adjustment - Pending October		**(4,585,789.83)**			
Adjustments to SCO accounts:	DATE CORR				
		0.00			
SCO ADJUSTED BALANCE		**(11,090,329.62)**			
Bal Per FI$CAL ("D" opposite sign, "F" same sign)	DATE	**(10,333,974.66)**			
Adjustments to Fi$Cal:					
Advance to ORF not posted to Commitment Control	1222100	**200,000.00**	0.00	200,000.00	0.00
Advance to SCIF and SRF not posted to Commitment Control	1309200	**11,599.55**	0.00	11,599.55	0.00
Refunds to Reverted not posted to Commitment Control	5901000	**0.00**	0.00	0.00	0.00
Vouchers- warrant date 11/2016		**0.00**			
CAN1338860 11/10/16- not posted until 12/2016		**(16.49)**			
SCO JE #SLB1028xxx- not posted in FI$Cal		**(1,131,572.98)**			
SCO JE #JEA0016543- not posted in FI$Cal		**163,634.96**			
		0.00			
		0.00			
FI$CAL ADJUSTED BALANCE		**(11,090,329.62)**			
Variance		$0.00			

Reconciling Commitment Control to GL

Trial Balance (GLS7012)

Research Variance

Main Menu> General Ledger> General Reports> Trial Balance



Trial Balance Report

Run Control ID Report

Language English

Report Manager Process Monitor Run

Report Request Parameters

Unit 8860

Fiscal Year 2016

Currency Option Base

☐ Display Full Numeric Field

*Ledger MODACCRL

Period 4

Currency

Date Code All

Include Adjustment Periods

	Adjustment Period
1	998

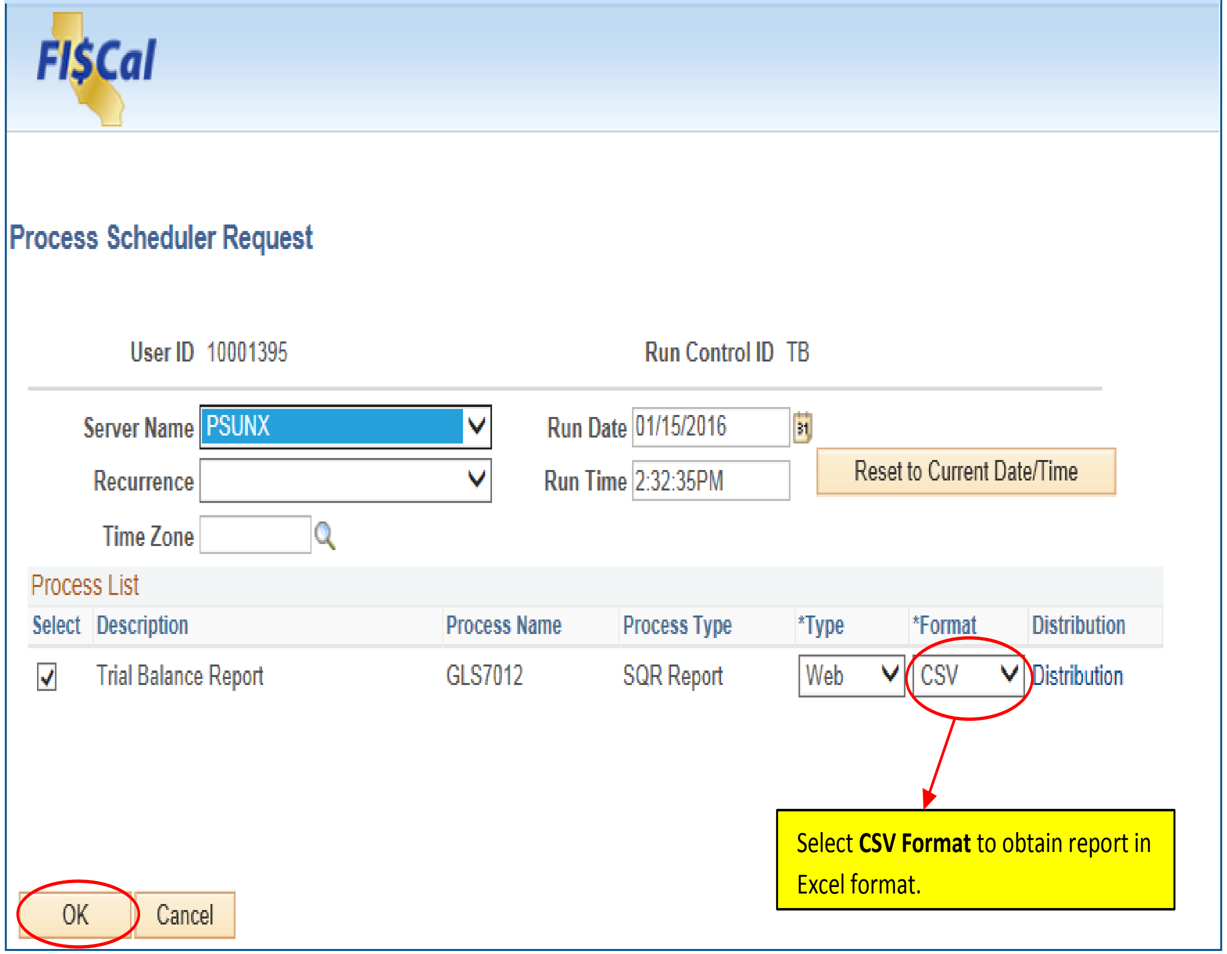
Refresh

ChartField Selection

Personalize | Find | First 1-15 of 15

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund	☑	☐	☐	0001	0001
2	Account	☑	☐	☑	1100000	6524000
3	Year of Enactment	☑	☐	☐	2013	2016
4	Program	☑	☐	☐		
5	Appropriation Reference	☑	☐	☐		
	Fund Affiliate	☐	☐	☐		

Main Menu> General Ledger> General Reports> Trial Balance



Process Scheduler Request

User ID 10001395

Run Control ID TB

Server Name PSUNX

Recurrence

Time Zone

Run Date 01/15/2016

Run Time 2:32:35PM

Reset to Current Date/Time

Process List

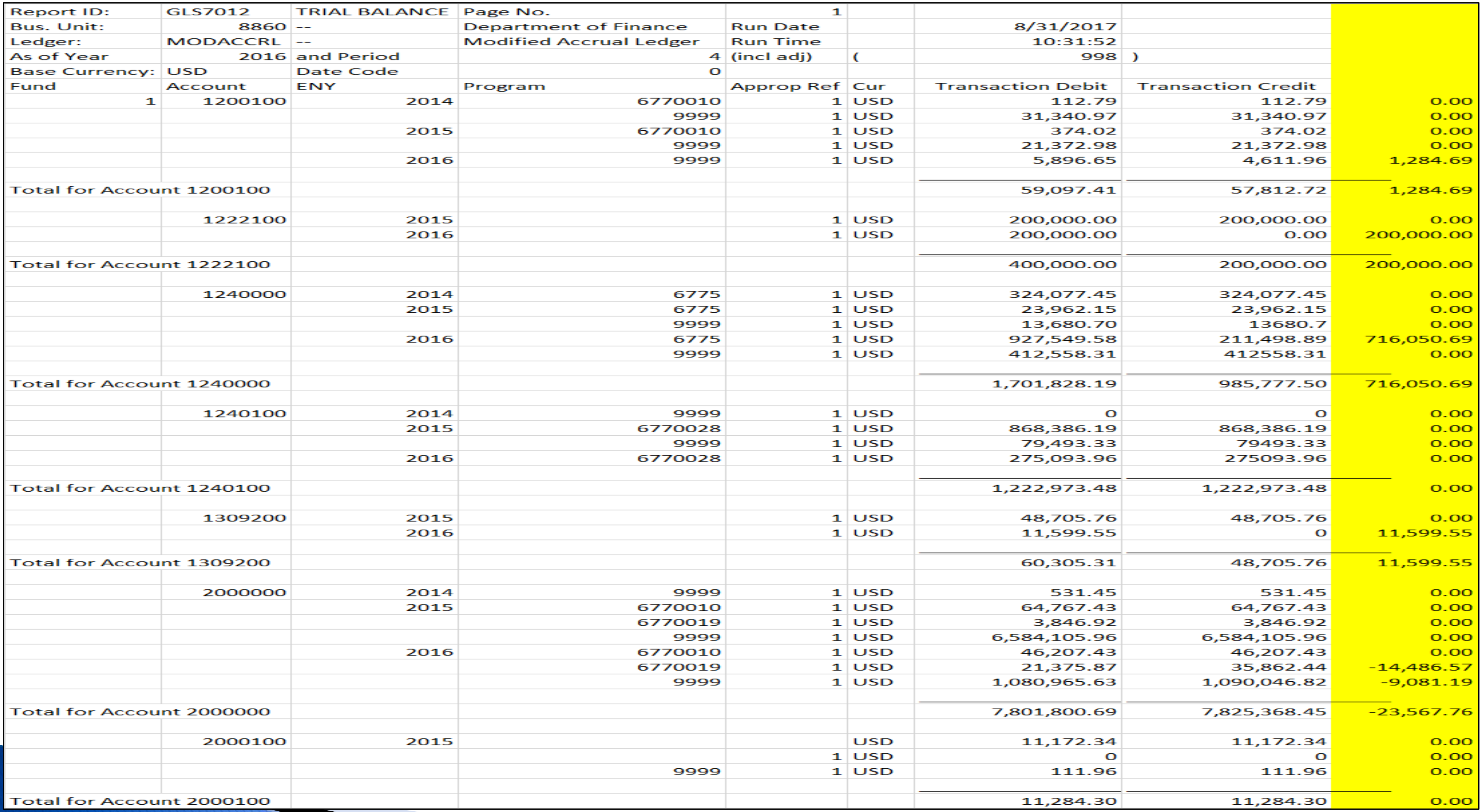
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Trial Balance Report	GLS7012	SQR Report	Web	CSV	Distribution

OK Cancel

Select **CSV Format** to obtain report in Excel format.

Reconciling Commitment Control to GL

Trial Balance (GLS7012)



Report ID:	GLS7012	TRIAL BALANCE	Page No.	1				
Bus. Unit:	8860	--	Department of Finance	Run Date		8/31/2017		
Ledger:	MODACCRL	--	Modified Accrual Ledger	Run Time		10:31:52		
As of Year	2016	and Period	4	(incl adj)	(	998	)	
Base Currency:	USD	Date Code	0					
Fund	Account	ENY	Program	Approp Ref	Cur	Transaction Debit	Transaction Credit	
1	1200100	2014	6770010	1	USD	112.79	112.79	0.00
			9999	1	USD	31,340.97	31,340.97	0.00
		2015	6770010	1	USD	374.02	374.02	0.00
			9999	1	USD	21,372.98	21,372.98	0.00
		2016	9999	1	USD	5,896.65	4,611.96	1,284.69
Total for Account 1200100						59,097.41	57,812.72	1,284.69
	1222100	2015		1	USD	200,000.00	200,000.00	0.00
		2016		1	USD	200,000.00	0.00	200,000.00
Total for Account 1222100						400,000.00	200,000.00	200,000.00
	1240000	2014	6775	1	USD	324,077.45	324,077.45	0.00
		2015	6775	1	USD	23,962.15	23,962.15	0.00
			9999	1	USD	13,680.70	13680.7	0.00
		2016	6775	1	USD	927,549.58	211,498.89	716,050.69
			9999	1	USD	412,558.31	412558.31	0.00
Total for Account 1240000						1,701,828.19	985,777.50	716,050.69
	1240100	2014	9999	1	USD	0	0	0.00
		2015	6770028	1	USD	868,386.19	868,386.19	0.00
			9999	1	USD	79,493.33	79493.33	0.00
		2016	6770028	1	USD	275,093.96	275093.96	0.00
Total for Account 1240100						1,222,973.48	1,222,973.48	0.00
	1309200	2015		1	USD	48,705.76	48,705.76	0.00
		2016		1	USD	11,599.55	0	11,599.55
Total for Account 1309200						60,305.31	48,705.76	11,599.55
	2000000	2014	9999	1	USD	531.45	531.45	0.00
		2015	6770010	1	USD	64,767.43	64,767.43	0.00
			6770019	1	USD	3,846.92	3,846.92	0.00
			9999	1	USD	6,584,105.96	6,584,105.96	0.00
		2016	6770010	1	USD	46,207.43	46,207.43	0.00
			6770019	1	USD	21,375.87	35,862.44	-14,486.57
			9999	1	USD	1,080,965.63	1,090,046.82	-9,081.19
Total for Account 2000000						7,801,800.69	7,825,368.45	-23,567.76
	2000100	2015			USD	11,172.34	11,172.34	0.00
				1	USD	0	0	0.00
			9999	1	USD	111.96	111.96	0.00
Total for Account 2000100						11,284.30	11,284.30	0.00

Insert this column and formula to net the Debit and the Credit columns. The amount should match with the Ending Balance amounts in the Trail Balance (ZGL061) for each account.

Use Ledger Activity to identify detail of the variance.

Research for Transactions Posted in Fi$Cal

Research for transactions posted in GL, AP & AR modules *(see Handout 3)*

Journals
Main > GL > Review Financial Information > Journals
Main > GL > Journals > Journal Entry > Create/Update Journal Entries

Vouchers
Main > AP > Review AP Info > Vouchers > Voucher
Main > AP > Review AP Info > Vouchers > Accounting Entries
Main > AP > Vouchers > Add/Update > Regular Entries

Account Receivables
Main > AR > Customer Accounts > Item Information >View/Update Item Details

Deposits
Main > AR > Payments > Review Payments > All Payments
Main > AR > Payments > Direct Journal Payments > Modify Accounting Entries

Accrual Queries (Abatements, Encumbrances, Expenditure, Revenues, and Reimbursements) – *Job Aid Fi$Cal.225 (also see Handout 2)*
Main > Reporting Tools > Query > Query Viewer

SCO/Agency Reconciliation
TIPS

- Advances to **ORF, SCIF, SRF** and **Refunds to Reverted Appropriations** are not posted to appropriations in Commitment Control. **Balance Per FI$Cal** for those accounts are **zero** and they should be listed as **Adjustments to FI$Cal** in the SCO/Agency Reconciliation Worksheet and carried all the way until year-end to be reported on financial reports.

- Make sure **Clearing Accounts** Balance per FI$Cal is always **Zero**. Expenditures and Encumbrances remaining in the clearing account should be researched and corrected to allocate out to the appropriate programs.

SCO/Agency Reconciliation
TIPS

- When running the **Budget Overview** query:
  - use year **1901** as the **From Year** for prior ENYs
  - for **Appropriation** accounts, use **CC_APPROP** Ledger Group
  - for **Reimbursement** accounts, use **CC_REV** Ledger Group
  - for **Revenue and/or Reimbursement** accounts, use **CC_DTL_REV** Ledger Group and **specify** Revenue or Reimbursement account in the **Account Chart Field**

- All accruals (Expenditures, Encumbrances, Abatements, Reimbursements, and Revenues) on the FI$Cal SCO/Agency Reconciliation Report can be verified and supported by different accrual queries. Use the queries to find the document numbers (voucher, item numbers etc.) for further research in Accounts Payable or Accounts Receivable modules.

SCO/Agency Reconciliation
TIPS

- Use the **Delivered Trial Balance Report (GLS7012)** to obtain GL Account detail by ENY and Program. The delivered trial balance supports the **Custom Trial Balance Report (RPTGL061).**

- Use the **Ledger Activity Report** to search for **Journal ID's** and **Balances** by GL account. Search by Fund, Appropriation Ref, ENY, Program, and Account etc. Use the Journal ID for further research in other modules.

- Analyze **Accrual** data carefully. Report any differences between the FI$Cal SCO/Agency Reconciliation Report, Accruals Query, and the Trial Balance Report to the FI$Cal Service Center.

SCO/Agency Reconciliation
TIPS

- Make sure the **variance line** at the bottom of the SCO/Agency Reconciliation Worksheet is always **zero** for all accounts.

- Make sure the GL accounts **variance column** on the SCO/Agency Reconciliation Worksheet is always **zero**, except for the Encumbrances, Advances to SCIF and SRF.

- Explain **variances** and **research** before making corrections.

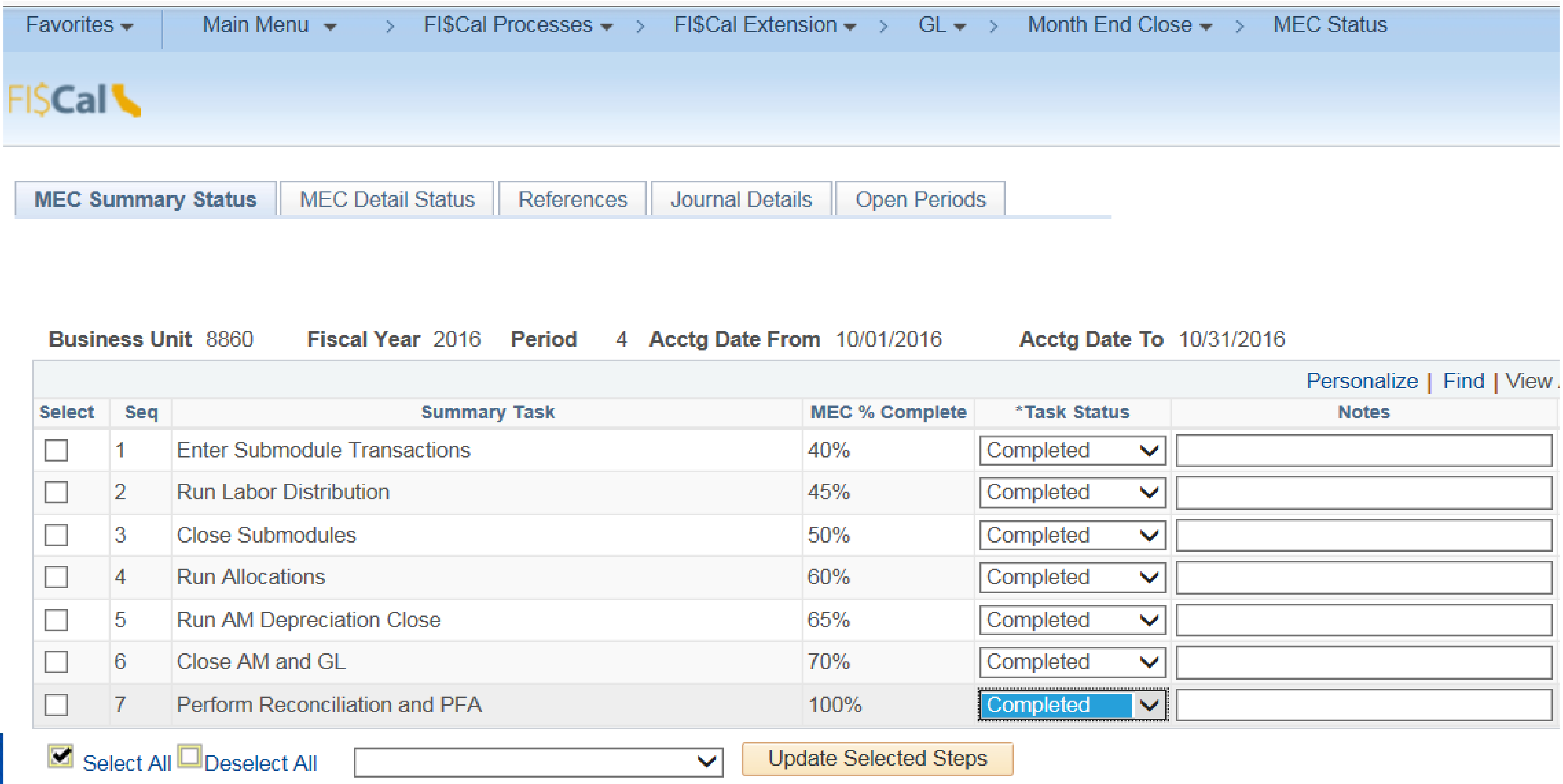
LAST STEP - Update Online MEC Status

- Online Month End Closing (MEC) Reporting Tool (Job aid FI$Cal.335) provides departments the steps on how to report MEC activities online in FI$Cal.

- When all tasks reported as “Completed”, the MEC Dashboard will report 100% completed for the accounting period.

- FI$Cal will produce project status reports based on this data. Therefore, Departments must ensure accurate and timely updates no later than the 1st and the 15th of each month.

Update Online MEC Status


Favorites
Main Menu
FI$Cal Processes
FI$Cal Extension
GL
Month End Close
MEC Status
FI$Cal
MEC Summary Status
MEC Detail Status
References
Journal Details
Open Periods
Personalize | Find | View
☑ Select All ☐ Deselect All
Update Selected Steps

Business Unit 8860 **Fiscal Year** 2016 **Period** 4 **Acctg Date From** 10/01/2016 **Acctg Date To** 10/31/2016

Select	Seq	Summary Task	MEC % Complete	*Task Status	Notes
☐	1	Enter Submodule Transactions	40%	Completed	
☐	2	Run Labor Distribution	45%	Completed	
☐	3	Close Submodules	50%	Completed	
☐	4	Run Allocations	60%	Completed	
☐	5	Run AM Depreciation Close	65%	Completed	
☐	6	Close AM and GL	70%	Completed	
☐	7	Perform Reconciliation and PFA	100%	Completed	

Questions??

Contact the FSCU Hotline at:

Phone: (916) 324-0385

Email: FSCUHotline@dof.ca.gov